TRIDENT TECHNICAL COLLEGE

2009-2010 CATALOG

This Catalog is effective Fall Semester 2009.

Degree requirements and college policies are subject to change. Students enrolling for subsequent terms should consult the TTC Web site at www.tridenttech.edu for updates.

This Catalog does not constitute a contract between Trident Technical College and its students, applicants for admission or any other person. TTC reserves the right to change, without notice, any statement in the Catalog.

Notice of Nondiscrimination

Trident Technical College does not discriminate in admission or employment on the basis of race, gender, color, national or ethnic origin, age, religion, disability or sexual orientation. In compliance with Title IX of the Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Trident Technical College offers access and equal opportunity in its admission policies, academic programs and services and employment to individuals with disabilities. No otherwise qualified person will be denied access or opportunity on the basis of a disability. The College's ADA, Section and 504 (Rehabilitation Act) and Titles VII and IX (Civil Rights Act) student coordinator is Leigh Davis Fickling. Please contact her for information about alternate communication methods and other services for students with disabilities. The coordinator can be reached at 843.574.6246 or TTY 843.574.6351.

Trident Technical College
7000 Rivers Avenue
P.O. Box 118067
Charleston, SC 29423-8067

www.tridenttech.edu

843.574.6111

Accreditations and Approvals

Trident Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Trident Technical College. The Commission on Colleges should be contacted only if there is evidence that appears to support the college's significant non-compliance with a requirement or standard.

Aircraft Maintenance
Federal Aviation Administration –
SCFAA F S Do# 13
125-B Summer Lake Drive
West Columbia, SC 29170

Business
Accounting, Business and Management, Computer Technology and Administrative Office Technology
Association of Collegiate Business Schools and Programs
7007 College Blvd.
Suite 420
Overland Park, KS 66211

Cosmetology
Licensed by the South Carolina Board of Cosmetology
P.O. Box 11329
110 Centerview Drive
Columbia, SC 29211

Culinary Arts
Accrediting Commission of the American Culinary Federation Foundation
180 Center Place Way
St. Augustine, FL 32095

Dental Hygiene
Commission on Dental Accreditation of the American Dental Association
211 East Chicago Ave.
Chicago, IL 60611-2678

Early Care and Education
National Association for the Education of Young Children
1313 L St., N.W. Suite 500
Washington, DC 20005-4101

Emergency Medical Technology – Paramedic
Committee on Accreditation of Educational Programs for the EMS Professions
12400 Harwood Road
Bedford, TX 76021

Hospitality
Accreditation Commission for Programs in Hospitality Administration
P.O. Box 400
Oxford, MD 21654

Human Services
Council for Standards in Human Service Education PM 703
1050 Larrabee Ave., Suite 104
Bellington, WA 98225-7367

Medical Assisting
Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756

Medical Laboratory Technology
National Accrediting Agency for Clinical Laboratory Sciences
8410 W. Bryn Mawr Ave.
Suite 670
Chicago, IL 60631-3415

Nursing
National League for Nursing Accrediting Commission
3343 Peachtree Road
Atlanta, GA 30326

Occupational Therapy Assistant
Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association, Inc.
P.O. Box 31220
Bethesda, MD 20824-1220

Paralegal
American Bar Association
Standing Committee on Paralegals
321 N. Clark St.
Chicago, Il 60610-4714

Pharmacy Technician
American Society of Health-System Pharmacists
P.O. Box 75487
Baltimore, MD 21275-5487

Physical Therapist Assistant
Commission on Accreditation in Physical Therapy
Education
1111 North Fairfax St.
Alexandria, VA 22314-9902

Radiologic Technology
Joint Review Committee on Education in
Radiologic Technology
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182

Respiratory Care
Commission on Accreditation of Allied Health
Education Programs in cooperation with the
Committee on Accreditation for Respiratory
Care
1248 Harwood Road
Bedford, TX 76021

Veterinary Technology
Committee on Veterinary Technician Education and
Activities of the American Veterinary Medical
Association
1931 N. Meachum Road
Suite 100
Schaumberg, IL 60173

Dear Student,

Welcome to Trident Technical College. I congratulate you for your vision and persistence in pursuing your educational goals. Not only do you recognize the value of TTC's quality education, you also understand that education leads to opportunity, particularly during these difficult economic times.

Forward-thinking attitudes and tenacity are common at TTC. You can see evidence of these characteristics in our students and instructors, characteristics that impact the content and delivery of our programs and courses. Subsequently, TTC educates and trains individuals who are equipped with the knowledge and skill sets to meet the region's work force demands. Whether you intend to enter the work force or transfer to a four-year college or university upon completion of your TTC program, you will be prepared to face challenges that lie ahead.

TTC offers more than 160 programs of study that provide opportunities for professional and personal success. These innovative programs focus on leading-edge fields in business; aeronautical studies; humanities and social sciences; industrial and engineering technology; health care; hospitality, tourism and culinary arts; law-related studies; community, family and child studies; film, media and visual arts; and science and mathematics.

Now that you have recognized the opportunities afforded by education, TTC is committed to helping you convert that opportunity into reality. We provide new student orientation, one-on-one faculty advising, learning assistance, personal and career counseling, and job placement assistance. Furthermore, we will help you explore financial aid options and scholarships that can greatly reduce our already-low tuition and fees.

Though the future is unpredictable, one certainty remains. Opportunity starts at TTC.

Sincerely,

Mary Thornley

Mary Thornley, Ed.D.

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College Calendar 2009-2010

Fall Semester 2009

Application Deadline ..... Aug. 3
Registration ..... Aug. 18
Course Cancellation ..... Aug. 20

Fall Semester

Classes Begin ..... Aug. 24
Drop/Add ..... Aug. 24-28
Labor Day Holiday
(College closed to the public) ..... Sept. 7
Student Activity Period ..... Sept. 10
Student Activity Period ..... Oct. 5
Midterm ..... Oct. 12
Student Holiday ..... Oct. 26-27
Last Day to Withdraw with a Grade of W ..... Nov. 6
Student Evaluation of Course and
Instructor ..... Nov. 10-20
Student Activity Period ..... Nov. 11
Student Holiday ..... Nov. 25
Thanksgiving Holidays
(College closed) ..... Nov. 26-29
Holiday Drop In ..... Dec. 5
Deadline for Make-up Tests, Retest, Distance
Learning Test other than Final ..... Dec. 7
Classes End ..... Dec. 7
Exams ..... Dec. 8-12, 14
Winter Holidays (College closed) ..... Dec. 19-Jan. 1

Students enrolled in FastForward classes and Weekend College classes should review the fall session information list above for dates of student activity periods and student and college holidays.

Fall 2009-Weekend 1

Registration Ends ..... Aug. 28
Classes Begin ..... Aug. 29
Drop Classes ..... Aug. 29-Sept. 4
Last Day to Withdraw with a Grade of W ..... Sept. 18
Student Evaluation of Course and
Instructor ..... Sept. 19-25
Classes End ..... Sept. 20
Exams ..... Sept. 26

Fall 2009-Weekend 2

Registration Ends ..... Oct. 2
Classes Begin ..... Oct. 3
Drop Classes ..... Oct. 3-9
Last Day to Withdraw with a Grade of W ..... Oct. 23
Student Evaluation of Course and
Instructor ..... Oct. 24-30
Classes End ..... Oct. 25
Exams ..... Oct. 31

Fall 2009-Weekend 3

Registration Ends ..... Nov. 6
Classes Begin ..... Nov. 7
Drop Classes ..... Nov. 7-13
Last Day to Withdraw with a Grade of W ..... Dec. 4
Student Evaluation of Course and
Instructor ..... Dec. 5-11
Classes End ..... Dec. 6
Exams ..... Dec. 12

Fall 2009-FastForward 1

Registration Ends ..... Aug. 18
Classes Begin ..... Aug. 24
Drop/Add ..... Aug. 24-26
Last Day to Withdraw with a Grade of W ..... Sept. 23
Student Evaluation of Course and
Instructor ..... Sept. 24-Oct. 4
Classes End ..... Oct. 12
Exams ..... Oct. 13-14

Fall 2009-FastForward 2

Registration Ends ..... Oct. 9
Classes Begin ..... Oct. 15
Drop/Add ..... Oct. 15-16, 19
Last Day to Withdraw with a Grade of W ..... Nov. 17
Student Evaluation of Course and
Instructor ..... Nov. 18-29
Classes End ..... Dec. 9
Exams ..... Dec. 10-11, 14

Spring Semester 2010

Application Deadline ..... Dec. 7
Registration ..... Jan. 5
Course Cancellation ..... Jan. 7

Spring Semester

Classes Begin ..... Jan. 11
Drop/Add ..... Jan. 11-15
Martin Luther King Holiday
(College closed to the public) ..... Jan. 18
Student Activity Period ..... Jan. 21
Student Activity Period ..... Feb. 15
Midterm ..... March 1
Graduation Ceremony Application
Deadline ..... March 1
Student Holiday ..... March 8-9
Student Activity Period ..... March 24
Last Day to Withdraw with a Grade of W... March 26
Student Evaluation of Course and
Instructor ..... March 30-April 11
Student Holiday ..... March 31-April 4
Good Friday (College closed to the public) .... April 2
Deadline for Make-up Tests, Retest, Distance
Learning Test other than Final ..... April 26
Classes End ..... April 26
Exams ..... April 27-30, May 3
Awards Day ..... May 7
Graduation ..... May 7

Students enrolled in FastForward classes and Weekend College classes should review the Spring Semester information list above for dates of student activity periods and student and college holidays.

Spring 2010-Weekend 1

Registration Ends ..... Jan. 15
Classes Begin ..... Jan. 16
Drop Classes ..... Jan. 16-22
Last Day to Withdraw with a Grade of W..... Feb. 5
Student Evaluation of Course and
Instructor ..... Feb. 6-12
Classes End ..... Feb. 7
Exams ..... Feb. 13

Spring 2010-Weekend 2

Registration Ends ..... Feb. 19
Classes Begin ..... Feb. 20
Drop Classes ..... Feb. 20-26
Last Day to Withdraw with a Grade of W... March 12
Student Evaluation of Course and
Instructor ..... March 13-19
Classes End ..... March 14
Exams ..... March 20

Spring 2010-Weekend 3

Registration Ends ..... March 26
Classes Begin ..... March 27
Drop Classes ..... March 27-April 9
Last Day to Withdraw with a Grade of W..... April 23
Student Evaluation of Course and
Instructor ..... April 24-30
Classes End ..... April 25
Exams ..... May 1

Spring 2010-FastForward 1

Registration Ends ..... Jan. 5
Classes Begin ..... Jan. 11
Drop/Add ..... Jan. 11-13
Last Day to Withdraw with a Grade of W..... Feb. 10
Student Evaluation of Course and
Instructor ..... Feb. 11-21
Classes End ..... March 1
Exams ..... March 2-3

Spring 2010-FastForward 2

Registration Ends ..... Feb. 26
Classes Begin ..... March 4
Drop/Add ..... March 4-5, 10
Last Day to Withdraw with a Grade of W..... April 9
Student Evaluation of Course and
Instructor ..... April 12-21
Classes End ..... April 28
Exams ..... April 29-30, May 3

Maymester 2010

Application Deadline ..... May 3
Registration Ends ..... May 7
Classes Begin ..... May 10
Drop/Add ..... May 10
Last Day to Withdraw with a Grade
of W ..... May 21
Student Evaluation of Course and
Instructor ..... May 24-27
Classes End ..... May 27
Exams ..... May 28

Summer Semester 2010

Application Deadline ..... May 17
Confederate Memorial Day Observed
(Maymester classes held.
College closed to the public)..... May 10
Registration ..... May 25
Course Cancellation ..... May 27
Memorial Day (Summer classes held.
College closed to the public)..... May 31

Summer Semester

Classes Begin ..... May 31
Drop/Add ..... May 31-June 2
Student Activity Period ..... June 8
Midterm ..... June 30
Student Holidays ..... July 3-9
Independence Day Holiday
(College closed) ..... July 3-5
Student Activity Period ..... July 14
Last Day to Withdraw with a Grade of W..... July 22
Student Evaluation of Course and
Instructor ..... July 26-Aug. 4
Classes End ..... Aug. 6
Deadline for Make-up Tests, Retest, Distance
Learning Test other than Final ..... Aug. 6
Exams ..... Aug 9-11

Students enrolled in FastForward classes and Weekend College classes should review the Summer Semester information list above for dates of student activity periods and student and college holidays.

Summer 2010-Weekend 1

Registration Ends ..... May 28
Classes Begin ..... May 29
Drop Classes ..... May 29-June 4
Last Day to Withdraw with a Grade of W..... June 18
Student Evaluation of Course and
Instructor ..... June 19-25
Classes End ..... June 20
Exams ..... June 26

Summer 2010-Weekend 2

Registration Ends ..... July 2
Classes Begin ..... July 10
Drop Classes ..... July 10-16
Last Day to Withdraw with a Grade of W..... July 30
Student Evaluation of Course and
Instructor ..... July 31-Aug. 6
Classes End ..... Aug. 1
Exams ..... Aug. 7

Summer 2010-FastForward 1

Registration Ends ..... May 25
Classes Begin ..... May 31
Drop/Add ..... May 31-June 1
Last Day to Withdraw with a Grade of W..... June 18
Student Evaluation of Course and
Instructor ..... June 19-25
Classes End ..... June 25
Exams ..... June 28-29

Summer 2010-FastForward 2

Registration Ends ..... July 2
Classes Begin ..... July 12
Drop/Add ..... July 12-13
Last Day to Withdraw with a Grade of W..... July 30
Student Evaluation of Course and
Instructor ..... July 31-Aug. 6
Classes End ..... Aug. 6
Exams ..... Aug. 9-10

Financial Aid Calendar 2009-2010

June 5, 2009
This is the priority date to have a completed Financial Aid file in order to have funds available for Fall Semester 2009.

July 10, 2009
This is the priority date to complete Financial Aid Verification in order to have funds available for Fall Semester 2009.

Nov. 6, 2009
This is the priority date to have a completed Financial Aid file in order to have funds available for Spring Semester 2010.

Nov. 30, 2009
This is the priority date to complete Financial Aid Verification in order to have funds available for Spring Semester 2010.

April 2, 2010
This is the priority date to have a completed Financial Aid file in order to have funds available for Summer Semester 2010.

April 16, 2010
This is the priority date to complete Financial Aid Verification in order to have funds available for Summer Semester 2010.

College Information

Mission Statement

Mission: Trident Technical College serves as a catalyst for personal, community and economic development by empowering individuals through education and training.

Vision: Trident Technical College's vision is to be the leading force for educational opportunity and economic competitiveness in the communities we serve.

Values

- Student success
- Teaching excellence
- Individual worth
- Diversity
- Integrity
- Safety
- Academic freedom
- Accountability
- Creativity
- Continuous improvement
- Lifelong learning

Role and Scope

Trident Technical College is a public, two-year, multi-campus community college that provides quality education and promotes economic development in Berkeley, Charleston and Dorchester counties.

An open-door institution of higher education, the college serves approximately 12,000 traditional and nontraditional curriculum students who have a wide variety of educational goals, from personal enrichment to career development to university transfer. To help students meet their goals, TTC offers university transfer associate degrees and applied technical associate degrees, diplomas and certificates. The curriculum includes programs in arts and sciences, agriculture, business, computer technology, engineering technology, health sciences, industrial technology, and public service. TTC students draw on knowledge from a broad range of disciplines to develop the communication and critical thinking skills that are fundamental to lifelong learning.

TTC further promotes economic development through continuing education courses; customized education and training for business, industry and government; and a variety of employment training programs.

TTC is committed to being accessible and responsive to community needs. To foster student success, TTC provides developmental education and comprehensive student services. In addition to traditional instruction, TTC's flexible course offerings and alternative delivery methods, including online instruction, enable more members of the community to pursue higher education.

Approved by TTC Area Commission May 27, 2008.
Approved by the South Carolina Commission on Higher Education August 5, 2008.

Location

TTC serves Berkeley, Charleston and Dorchester counties with three campuses. Main Campus is located on Rivers Avenue, one mile north of Aviation Avenue in North Charleston. Berkeley Campus is in Berkeley County on Highway 17-A, south of Moncks Corner. Palmer Campus is located in downtown Charleston on Columbus Street.

History

For 45 years Trident Technical College has provided quality education and economic development in Berkeley, Charleston and Dorchester counties. The college has grown over the decades, evolving to meet the complex needs of the diverse communities TTC serves and opening new doors to educational opportunities for lifelong learning.

1960s

The Berkeley-Charleston-Dorchester Technical Education Center was founded in 1964 on a 25-acre site, as part of a statewide system established by Gov. Ernest F. Hollings to meet the educational and training needs of South Carolina. The center opened with two buildings, 226 students, and programs in industrial and engineering technology.

1970s

To accommodate its increasing growth, the center merged with Palmer College, a private business college in downtown Charleston, to form Trident Technical College. In addition to business, the newly formed college provided a wider variety of programs to the community, including allied health sciences, criminal justice and university transfer programs.

1980s

The 1980s saw additional changes that opened new opportunities to students. Palmer Campus moved to its current site in downtown Charleston, and the college built its Berkeley Campus near

Moncks Corner. Technological advances during the decade increased accessibility with the introduction of academic computing, email, and televised courses, the first distance learning program.

1990s

The 1990s ushered in dramatic changes in instructional delivery, allowing the college to reach students who needed more flexibility. From courses on videotape to courses online, TTC was able to offer instruction to fit nearly every need. The first dual credit courses offered to Berkeley High School students marked the beginning of another rapidly-growing delivery system: the dual credit program that allows students to begin earning TTC credit while they are still in high school.

In 1997, the first phase of the Complex for Economic Development opened on a newly-purchased 30-acre site adjacent to Main Campus. The new building provided space and technology for TTC's Continuing Education Division to offer state-of-the-art training and teleconferencing, enriching once again the variety of services TTC could offer the Tri-County area.

2000s

As distance learning options continued to grow, the college continued expansion of physical facilities. Phase two of the Complex for Economic Development, a 230,000-square-foot facility, allowed for the development of both new and redesigned academic services: the Culinary Institute of Charleston, the Information Technology Center, The Learning Center, the Trident Aeronautical Training Center, the Nursing Auditorium, the Industrial Maintenance Technology Center, science labs and general classrooms. Palmer Campus renovations and construction included library facilities, labs, classrooms and offices, allowing for expansion of the Culinary Institute of Charleston and the addition of cosmetology and allied health programs at Palmer.

In 2008 the college opened its St. Paul's Parish site to provide job training opportunities in the southern part of Charleston County. In 2009 TTC began offering courses at the Dorchester County Career and Technology Center in Summerville. These new sites brought TTC's existing programs and courses closer to home for many, enabling more members of the community to pursue higher education.

Publisher's Note

Although the editor and publisher of this Catalog have made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical or printing errors or errors occasioned by mistakes. The editor and publisher have attempted to present information that, at the time of preparation for printing, most accurately described the course offerings; faculty information; academic and administrative policies, procedures, regulations and requirements; and the support services of the college. Additional college information is available in the *On Course* class schedule and monthly Student Calendar of Events. Information on program graduation rates is available on TTC's Web site. This Catalog does not constitute a contract between TTC and its students or applicants for admission or with any other person. TTC reserves the right to change, without notice, any statement in this Catalog, including but not limited to statements concerning tuition, fees, charges, academic regulations and requirements, course cancellations, class size, instructors, curricula, calendars, credits, or any other college activity or program. Changes will become effective whenever the appropriate TTC authorities so determine.

See TTC's Web site for current information. Information on changes will be available in the office of the Registrar. It is especially important to keep apprised of current graduation requirements for your degree program. Catalog users should inquire as to whether changes in this Catalog have been made since the date of publication.

All courses listed in this Catalog are offered only if there is adequate demand and if faculty and facilities are available to provide a qualified instructor and appropriate meeting place. All courses are not offered every semester. For updated course listings, check TTC's Web site. TTC provides programs of study with faculty and academic support that are believed to be appropriate to achieve the academic objectives of this institution.

The college does not guarantee, however, that the completion of any course or program of study will result in the acquisition of knowledge or skills or will enable you to pass or complete any specific examination for any course, degree or license. The college holds that the acquisition of knowledge is contingent upon your ability, desire to learn and application of efforts.

Student Responsibilities

General Responsibility

As a student, you are responsible for being informed of all policies and procedures required to attend TTC, most of which are found in this Catalog and the TTC Student Handbook/Planner. You may review all TTC's policies and procedures in the offices of the Registrar, Student Activities, vice president for Student Services, and Counseling and Career Development Services. College regulations will not be waived because a student pleads ignorance of established policies and procedures. If you are unsure of any procedure, you should seek help or clarification from the Registrar's office or an academic advisor.

Academic policies and procedures are subject to change. If changes occur, they will be published in the next Catalog, Student Handbook or Policies and Procedures manual, all of which can be accessed on TTC's Web site.

Placement Testing Changes

Entry-level placement test score requirements are subject to change.

Admission and Financial Aid Documents

As an applicant to TTC, you are responsible for making sure that all required documents are sent to the college by the appropriate deadlines.

All documents submitted to the college become the permanent property of TTC. Therefore, admission and financial aid documents will not be copied for or distributed to students by the college.

Student Debts

The S.C. Tax Commission supports TTC by collecting any delinquent accounts or debts owed by former or current students from students' tax refunds.

The Setoff Debt Collection Act of 1988 allows the S.C. Tax Commission to assist any state agency in the collection of any delinquent account or debt. For more information, call 843.574.6565.

Returned Checks

If you give TTC a bad check to pay any fee, you will be assessed a service charge in accordance with current law and will be given 10 days to pay the fees and any penalty fee. During this 10-day period your classes may be canceled. If the check and service fee have not been paid within 10 days, TTC may take legal action to collect the check with court costs and fees added to the amount of the original check.

The Code of Laws of South Carolina provides for a fine of not less than $50 or a term of imprisonment for drawing and uttering dishonored checks.

Disabilities-Related Needs

The college complies with relevant provisions of SEC 504 of the Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act. Appropriate, reasonable accommodations based on current medical and/or psychological documentation can be provided. If you need and qualify for these services, contact Services for Students with Disabilities at 843.574.6131 or TTY hearing-impaired phone 843.574.6351 for more information and assistance.

Communication To Students

Students are responsible for checking their CampusCruiser student e-mail and TTC Express accounts on a regular basis for important college information about financial aid, payment deadlines, registration, college events and announcements.

The college corresponds with students through the college's official student e-mail system to ensure students' identities and to maintain the privacy and security of student records.

College Admission Procedures

Your Checklist for Enrolling at Trident Technical College

Throughout this Catalog, you will find information, guidelines and policies about enrolling at TTC. Please review all information carefully. Use this simple checklist to ensure that you have completed the enrollment process:

1. Complete the admission application and submit it with the $25 application fee to TTC's Admissions office before the application deadline of the term when you plan to enroll.
2. Submit proof of high school graduation for all associate degree programs by providing either a copy of your diploma or an official high school transcript after graduating from high school, or GED or military records verifying receipt of high school diploma. If you have earned a degree at the associate level or higher, high school documentation is not required. Some certificate and diploma programs do not require proof of high school graduation for students who are at least 18 years old. Check individual diploma and certificate program admission requirements listed under Programs of Study in this Catalog or go to TTC's Web site. A high school certificate of completion is not acceptable as proof of high school graduation. An applicant under 18 years of age must be a high school graduate or have a GED, or meet the College's early admit or dual credit requirements.
3. Provide qualifying scores on SAT (480 critical reading/verbal, 440 math), ACT (19 English, 18 math) or TTC's placement test. (Note: Effective Fall 2008, SAT and ACT scores are valid for five years from date of testing. Scores on the writing and reading components of TTC's Placement Test are valid for five years, and scores on the math component are valid for two years from the date of testing.) You may exempt all or part of the placement test by providing college transcripts with equivalent English and math credits or evidence of a degree at the baccalaureate level or higher. You may provide unofficial transcripts to Admissions to exempt testing, but you must submit official transcripts to the Registrar's office for the evaluation and awarding of transfer credit.
4. Complete the new student orientation process at the Orientation Center at Main Campus or the Student Success Centers at Palmer or Berkeley campuses. Your academic advisor will be assigned to you during the orientation process.
5. Contact your academic advisor to determine the courses you should enroll in during your first semester at TTC.
6. Register for classes during the published registration period and pay your tuition by the published deadline date.
7. Complete your FAFSA before the college's financial aid priority date for the term when you plan to enroll if you are requesting financial aid awards, including South Carolina Lottery Tuition Assistance.

Application Status

If you apply and are unable to enroll during the semester you indicated on your application and then decide to enroll in a future semester, you will need to complete an Admissions Update form within three semesters of applying and submit it to TTC's Admissions office to re-activate your application to the college. If you decide to enroll more than three semesters after submitting an application, you may be required to submit a new admission application.

Program Admission Requirements

All students pursuing admission into a specific program should refer to the specific program area for admission requirements. In addition to meeting all college requirements, Allied Health Sciences and Nursing applicants must submit a separate Allied Health or Nursing application to the Admissions office and must successfully complete all additional program requirements to be accepted into an Allied Health Sciences or Nursing program. Allied Health and Nursing applicants are required to submit a statement of completion card to the Admissions office after they meet all specified program requirements. Enrollment in each Allied Health Sciences and Nursing program is limited. Applicants are admitted on a first-qualified, first-admitted basis.

Categories of Admission

New: You are a new student if you are attending TTC for the first time and plan to enroll in a curriculum program to pursue an associate degree, diploma or certificate. Prospective students classified as new applicants are students who have not attended any other approved, regionally accredited postsecondary institution.

Returning: You are a returning student if you attended TTC before but have not been enrolled within the last three semesters. As a returning student, you should submit a Student Update form to the Registrar's office before the application deadline of the semester you plan to enroll. Depending on your previous academic performance and the major you are declaring, you may also need to provide proof of high school graduation or GED and qualifying scores on SAT, ACT or TTC's placement test, and/or college transcripts before an update can be processed.

Undecided: You are an undecided student if you have met admission requirements but have not chosen a particular career field or academic program, or you are not sure whether you want to earn a certificate, diploma, two-year degree and/or four-year degree. TTC's counselors can help you choose a program of study or advise you regarding courses to take while you are undecided. Undecided students are not eligible for financial aid, veterans benefits or lottery tuition assistance. Students seeking financial aid awards must be enrolled in an eligible program of study.

Nondegree: You are a nondegree student if you want to take courses for credit but do not seek to earn a TTC degree, diploma or certificate. To be admitted as a nondegree student, you must be at least 18 years old or have a GED or high school diploma, and you must provide evidence of minimum reading skills through **one** of the following tests, which are valid for five years from the date of testing: SAT critical reading score of 480, ACT English score of 19, COMPASS reading score of 36, ASSET reading score of 31, a level 4 score on the WorkKeys Reading for Information subtest, a grade report showing successful completion of college-level course work, or an approved transient/cross registration form/letter from another college. You may be asked to provide additional test scores or transfer credit at registration, depending on the prerequisites of the course you select. For admission purposes, unofficial documents are acceptable. Nondegree students are not eligible for financial aid, veterans benefits or lottery tuition assistance.

High School Smart Start Program: If you attend high school in Berkeley, Charleston or Dorchester counties or through a home school association, you may participate in TTC's Dual Credit or Early Admit programs with permission of your principal or guidance counselor. You will need to provide qualifying scores on SAT, ACT or TTC's placement test and have the appropriate form signed by your principal or guidance counselor or home school association each term. You are a **dual credit student** if you want to earn both postsecondary and high school credits at TTC. You will need to submit the dual credit form approving each course you want to take each term. If you are a junior or senior and do NOT need high school credit but want to begin your college education before you graduate from high school, you are an **early admit student**. You will need to submit a letter from your principal or guidance counselor approving your attendance at TTC each term. When you graduate from high school, all credits earned through dual credit and/or early admit may count toward a TTC degree, diploma or certificate. When you are accepted at another college or university, the credits you earned may qualify to be transferred at the discretion of the admitting institution.

Transfer: You may receive transfer credit for courses successfully completed at regionally accredited colleges and universities. TTC will consider credit for coursework taken at non-regionally accredited institutions on a case-by-case basis. In awarding transfer credit, TTC considers equivalency of course content, quality, level, hours and program relevance. The American Association of Collegiate Registrars and Admissions Officers' "Transfer Credit Practices of Educational Institutions" serves as a guide for acceptance of transfer credit.

For transfer credits to be considered, you must have official transcripts of previous college work sent to TTC's Registrar's office, and you may be asked to provide additional documentation. TTC awards transfer credit only when the grade is C- or higher or when the sending institution confirms that the grade (P for example) is equivalent to a C- or higher. Transfer credit will not be included in the calculation of your GPA at TTC.

Cross Registration: If you are enrolled at one of the following local colleges during a Fall or Spring semester, you may be a cross-registration student at TTC with the approval of your home institution: Charleston Southern University, The Citadel, the College of Charleston and the Medical University

of South Carolina. As a cross-registration student, you may register on a space-available basis on the published cross-registration dates during the registration period for the upcoming term.

International: You are an international student if you are requesting a student visa or transferring from another college under a student visa. A TOEFL score of 500 on the paper-based version, 173 on the computer-based version, or 61 on the Internet-based version is required. If you are transferring from another college in the United States, you must submit the Transfer Student Status Verification form from your international student advisor as well as the official transcript from the institution you last attended. International students need to apply at least two months before classes begin each term and must provide a current I-20 and a copy of your I-94 card. International students are required to submit a deposit in the amount of tuition and fees for two semesters. These funds remain on deposit with the college and cannot be used for tuition and fees until the second semester is completed. Additionally, international students must provide a signed Affidavit of Support indicating availability of adequate funds for tuition, fees, other educational needs and living expenses for two terms. Deposit and support funds must be in U.S. dollars. TTC's international students come from more than 20 countries and participate in an active international student organization on campus. All questions about international student admission procedures and instructional fees should be addressed to the international student coordinator at the Main Campus Admissions office. Additional information about the admission requirements for international students is available on TTC's Web site, and also at www.uscis.gov. Trident Technical College is required by federal regulations to track and report changes in international students' enrollment or attendance during the semester. Faculty are required to notify the Admissions office when an international student stops attending a traditional class or stops active involvement in a distance learning class for more than two weeks. The college's international student admissions coordinator will notify the Department of Homeland Security when an international student has ceased attendance or changed enrollment status during the semester.

Audit: If you want to enroll in curriculum classes without earning credit, you may be admitted as an audit student. You must submit a TTC application with the application fee payment, pay full tuition for course work, and indicate you are an audit student when you register. Audit courses are taken for noncredit and cannot be changed to credit at a later date. You may not change from audit to credit status after Drop/Add. If you enroll as a credit student, you may not change to audit status after Drop/Add. You may audit an individual course only one time. The vice president for Academic Affairs must approve any exceptions. Some courses cannot be audited, and some may have special requirements for an audit student. If you are interested in auditing a class, contact the appropriate department head or dean. You may be asked to provide transcripts or test scores as evidence you have met course prerequisites.

Senior Citizen: If you are over 60, a legal resident of South Carolina and not employed full time, you may take selected academic courses at TTC on a space-available basis without paying tuition as a senior citizen student. Senior citizen students must register on the first day classes begin or during Drop/Add to receive the senior citizen tuition waiver. You may be asked to provide transcripts or test scores as evidence you have met any course prerequisites. You must submit an application with the $25 nonrefundable application fee. Contact the Business office at 843.574.6026 before registration.

Entry into TTC does not guarantee admission into specific courses or programs. Placement in a specific course is based on standards that will help ensure your academic success.

TTC reserves the right to modify admission policies and procedures as needed to ensure enrollment does not exceed the facilities and resources available.

Residency

Tuition is based on residency. TTC determines in-county, out-of-county and out-of-state residency based on South Carolina law and South Carolina Commission on Higher Education regulations at www.che.sc.gov. Documents may be required as proof of residency. Residency determination is made at the time of admission and may not be appealed after midterm of the semester in question.

Placement Testing

If you are applying for admission to any of TTC's associate degree, diploma or certificate programs, or to enroll in developmental studies courses, you may be required to take TTC's placement test, which includes writing, reading

and math components. The placement test helps ensure that you are academically prepared by determining which level of course work you can enter. Based on placement test scores, you may be placed in one or more developmental studies courses. To schedule a time for this test, contact Testing Services at 843.574.6410 at Main Campus, 843.722.5516 at Palmer Campus, or 843.899.8079 at Berkeley Campus. If your reading score is below the minimum requirement, TTC will refer you to an adult education or literacy program. You may exempt comparable components of the placement test if you provide qualifying SAT or ACT scores. If you are exempting the placement test because you have qualifying SAT or ACT scores, you will be placed into appropriate math and English courses based on those scores. You may exempt the writing and reading components of the placement test with SAT reading/verbal scores of 480 or ACT English component score of 19. You may exempt the math component with SAT math scores of 440 if taken on or after April 1, 1995, or ACT math component score of 18. (Note: Effective Fall 2008, SAT and ACT scores are valid for five years. Scores on the writing and reading components of TTC's Placement Test are valid for five years, and scores on the math component are valid for two years from the date of testing.) Higher SAT or ACT scores are required for placement into some English and math courses. You may also exempt testing requirements if you submit college transcripts with equivalent English and math credits or evidence of a degree at the baccalaureate level or higher. Entry into TTC does not guarantee admission into specific programs or courses. Placement in a specific course is based on standards that will help ensure your academic success.

Eligibility to Apply for Financial Aid Under Ability to Benefit Regulations

If you do not have a high school diploma or its recognized equivalent, you are eligible to apply for financial aid (Title IV funds) by taking TTC's placement test and achieving the minimum scores as approved by the United States Department of Education. Testing Services administers the placement test on Main, Berkeley and Palmer campuses. The results of the placement test are used to determine eligibility for Title IV funds. Benefit eligibility applies only to programs that do not require high school graduation or GED.

Refresher Class

A refresher class can prepare you to do your best on TTC's placement test. Did you know that:

- Your placement test scores determine whether you should take curriculum college courses or developmental studies courses.
- It is to your advantage to be accurately placed in the highest level course possible.
- Many students fail to take the placement test seriously and actually place below their level of ability.

The refresher class is an orientation to TTC's placement test and a review of basic English, reading and mathematics. The purpose of this one-day, noncredit class is to prepare you to do your best work on the placement test and thereby ensure accurate placement in college course work. The class is especially suited to students who have not been in school recently, students who are unsure of their skills for college-level work in English language, reading and mathematics, and students who have not taken a computerized test. The one-day class is offered through TTC's Division of Continuing Education and Economic Development on Main Campus. Please contact The Learning Center at 843.574.6378 for additional information. To register, call 843.574.6152.

Retesting and Challenge Courses

If you are dissatisfied with your placement test results and believe they have misplaced you into a developmental studies course (0-level), you have two options. Your first option is to retake the placement test. For initial retesting, your test scores do not have to be in a specific retest range, and you do not need Academic's approval. There is, however, a $25 retest fee. If you remain dissatisfied with your first retest scores, you may retest a second time if your test scores are in a specific retest range and with Academic's approval. An additional $25 retest fee applies. Testing Services, Orientation or Counseling can tell you more about the retest option and provide you with a Retest Approval/Payment Form for initial retesting. To retake the placement test a second time you must obtain a Retest Approval/Payment Form from Academics (e.g., advisor, department head, dean, assistant VP or VP). Your second option is to consider enrolling in a Challenge course. Students placed in developmental studies courses (0-level) may wish to challenge the results and enroll in a higher level course than their placement test scores indicate.

TTC has designed three one-credit-hour courses for students to demonstrate that they can perform at a higher level than indicated by their placement test scores. Challenge courses provide 15 contact hours of instruction during the week prior to the beginning of an academic term. The timing allows for a successful student to satisfy the requirements of a 0-level course and enroll immediately in the next course level. Students whose placement test scores fall within the challenge range may register for a Challenge course. There are three Challenge courses, one each in English, reading and mathematics. A student who successfully passes a Challenge course has met the requirements of the regular 0-level course and may register for the next course level. Make an appointment with your advisor to see if you qualify and to register.

New Student Orientation

Orientation is an important part of getting started at TTC. The orientation process is customized for each student because we want you to achieve your educational goals and have a positive experience. You view a video and receive one-on-one attention from an orientation leader, who answers any general questions you might have about the college. The orientation leader also explains the different services at TTC and assigns you an academic advisor. Orientation is vital to your academic success, so all new students are expected to attend. You may attend orientation as soon as your application is processed and you have submitted qualifying test scores or taken the college placement test or have had your test requirements waived. You do not need to be accepted to TTC to attend Orientation. Registration for the following semester begins at midterm, so the earlier you come to Orientation, the better. You'll need time to make an appointment with your academic advisor to register for courses. For your convenience, Orientation Centers are open on all three campuses Monday through Friday. No appointment is necessary; drop by when you are on campus.

Orientation Center Locations

Main Campus, Building 420
Berkeley Campus, Student Success Center, Room 178
Palmer Campus, Student Success Center, Room 226

Academic Advising

Your academic advisor guides you in scheduling an academic program to meet your educational goals. Appointments are required during the advisement/registration process. Office hours for academic advisors are posted on their office doors, or they can be reached by calling the phone numbers listed in the *On Course* schedule published each semester.

Schedule of Classes

A schedule of classes for all campuses, titled *On Course*, is printed each semester. The class schedule is also posted on the Web site and can be accessed through TTC Express. The college reserves the right to make adjustments to the published schedule, including the cancellation of any class, if TTC deems it necessary and appropriate.

Registration

After meeting admission requirements and being accepted to the college, you will be eligible to register for each semester in which you plan to enroll. You must meet with your assigned advisor to register. You are not officially enrolled until you complete all the steps of registration, including payment of fees and receipt of a printed schedule.

Catalog Applicability

To graduate, you must fulfill degree requirements as published in the applicable Catalog. If you have had continuous enrollment at TTC, you have two options:

a. fulfill all the program curriculum requirements listed in the Catalog at the time of acceptance into the academic program, or
b. fulfill all the program curriculum requirements listed in any subsequent Catalog in effect while you are enrolled.

If you discontinue enrollment for two consecutive semesters or longer, you must fulfill the program curriculum requirements listed in the Catalog in effect at the time of re-enrollment. The dean of the academic division offering your program must approve any exceptions.

Advanced Standing

If you earned credit hours from other institutions or agencies, you may fulfill up to 75 percent of program requirements through advanced standing. TTC awards the following types of advanced standing credit:

College Transfer Credit: You may receive transfer credit for courses successfully completed at regionally accredited colleges and universities. TTC will consider credit for coursework taken at non-regionally accredited institutions on a case-by-case basis. In awarding transfer credit, TTC

considers equivalency of course content, quality, level, hours and program relevance. The American Association of Collegiate Registrars and Admissions Officers' "Transfer Credit Practices of Educational Institutions" serves as a guide for acceptance of transfer credit.

For transfer credits to be considered, you must have official transcripts of previous college work sent to TTC's Registrar's office, and you may be asked to provide additional documentation. TTC awards transfer credit only when the grade is C- or higher or when the sending institution confirms that the grade (P for example) is equivalent to a C- or higher. Transfer credit will not be included in the calculation of your GPA at TTC. For more information, see Transfer: State Policies and Procedures, p. A-42.

Military: You may receive credit for selected formal military course work and training. TTC uses the credit recommendations of the American Council on Education's Guide for the Evaluation of Educational Experiences in the Armed Services to evaluate military course work.

Experiential Learning: Students may receive experiential learning credit for selected courses. Credit may be awarded only for courses offered within the current curriculum and must be appropriately related to the student's educational program. Credit may be awarded only to students currently enrolled in credit courses. Credit may not be granted for a course in which the student has already earned a grade, including audit and withdrawal. Credit may be awarded only to students who have previously completed at least three hours of program-specific course work with a grade of C or better. Some formal business and industry training as well as military experience may be considered for experiential learning credit based on recommendations contained in the National Guide to Educational Credit for Training Programs. The American Council on Education's Program on Noncollegiate Sponsored Instruction (ACE/PONSI) produces this guide. No more than 25 percent of program completion requirements may be composed of experiential learning credit. Exceptions for up to 75 percent of the program requirements may be granted if credit has been previously earned and documented from organizations such as the National Center for Construction Education and Research (NCCER) or the National Institute for Automotive Service Excellence.

Tests

Limitations on Test Credit: The awarding of advanced standing through testing is subject to the following:

a. You may receive up to 16 semester credit hours in advanced standing but not more than one-fourth of the total curriculum hours required for program completion.
b. You must verify that the Registrar's office has your official score reports prior to the beginning of the semester in which you seek advanced standing.
c. You may not receive credit for a course you previously attempted.
d. You may retest six months after the original test date.
e. Your GPA will not be affected by advanced standing credits.
f. TTC does not guarantee that advanced standing credit awarded for TTC courses will transfer to other institutions.

Advanced Placement: You will receive college credit for a score of 3, 4 or 5 on selected Advanced Placement examinations.

International Baccalaureate: You may receive college credit for scores of 4 or greater on selected International Baccalaureate higher level exams.

Tech Prep: Certain courses taken in high schools in Berkeley, Charleston and Dorchester counties may qualify for advanced standing. See your advisor for details.

Excelsior College Testing: You may receive credit for selected college-level exams if your scores are satisfactory to the college. Official score reports must be on file in the Registrar's office prior to credit being awarded.

CLEP: You may receive credit for selected College Level Examination Program (CLEP) exams if your scores are satisfactory to the college. Contact Testing Services for a listing of accepted CLEP examinations. Official score reports must be on file in the Registrar's office prior to credit being awarded.

DANTES DSSTs: You may receive credit for selected college-level exams that you have completed with satisfactory scores from the Defense Activity for Nontraditional Education Support (DANTES). Contact Testing Services for a listing of accepted DANTES DSSTs examinations. Official score reports must be on file in the Registrar's office prior to credit being awarded.

Home Program

The Home program is available for Associate in Arts and Associate in Science students who leave TTC before completing their degrees. Participants in the program can transfer selected, preapproved credits back to TTC to complete their associate degrees. See your advisor for details on eligibility.

Grade Information Transcripts/Privacy of Student Records

Transcripts are issued by the Registrar's office. The Family Educational Rights and Privacy Act of 1974 (FERPA), known as the Buckley Amendment, requires that you sign individual release forms for each company, school or individual to whom you desire information released. Parents or guardians of dependent students may access dependent student's records by completing a request form and providing appropriate documentation to verify the dependent status of the student to the office of the vice president for Student Services. Official transcripts are issued by the college only to outside agencies. Official transcripts are not issued to the student. Student copies of transcripts may be issued to the student and are stamped accordingly.

In accordance with FERPA, the college may release student information known as public or directory information, including the student's name, address, telephone listing, e-mail address, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The college periodically updates student addresses for future contact purposes. Students who do not wish to be included in the directory or in the address updates, must advise the Registrar.

Grading System

Letter Grade	Numerical Scale
A	91-100
B	81-90
C	71-80
D	65-70
F	Below 65

Grade		Used in GPA Calculations	Earns Credit Hours	Grade Points Carried for Each Credit Hour
A	Excellent	Yes	Yes	4
B	Above Average	Yes	Yes	3
C	Average	Yes	Yes	2
D	Below Average	Yes	Yes	1
F	Failure	Yes	No	0
I	Incomplete*	No	No	0
W	Withdrawn	No	No	0
SC	Satisfactory Completion	No	Yes	0
U	Unsatisfactory	No	No	0
AU	Audit	No	No	0

**Defaults to F (or U for developmental courses and other courses graded SC/U) automatically after midterm of the next semester, unless work is completed and grade is assigned by the instructor.*

Unit of Credit

The semester credit hour is the system of credit used by TTC.

Fees

As a state-supported institution, TTC bases its tuition and fees on appropriations granted by the South Carolina General Assembly. The tuition and fees charged by the college are directly affected by the action of the legislature and are therefore subject to change without notice.

A schedule of tuition and fees is available at the Admissions office on each of TTC's campuses or by calling 843.574.6111. You also may obtain the current tuition rate by visiting the college's Web site.

Classification of Students

Student Status

Full Time: A student enrolled for a minimum of 12 semester credit hours

Part Time: A student enrolled for 11.5 or fewer credit hours

The normal credit load per semester is 15-18 semester credit hours. If you plan to enroll in courses totaling more than 18 semester credit hours, you must receive approval from your academic advisor, a department head or dean.

If you want a written statement verifying enrollment, contact the Registrar's office two working days after the end of the Drop/Add period.

Financial Aid Student Classification

Full time	12 semester credit hours
3/4 time	9 semester credit hours
1/2 time	6 semester credit hours

Tuition and fees may be paid by cash, check, MasterCard, VISA, American Express or Discover.

Residency

Tuition is based on residency. TTC determines residency based on South Carolina Law and Commission on Higher Education regulations. Documentation may be required for proof of residency.

Senior Citizens

Legal residents of South Carolina age 60 or over who are not employed full time may enroll in a selected course the first day of classes on a space-available basis without paying tuition. Senior citizens need to contact the Business office prior to registration.

Student Insurance

The college provides student accident insurance for all curriculum students. Current information on coverage and claims processing is available through Public Safety.

All students in Allied Health Sciences and Nursing programs are required to carry professional liability and major medical insurance.

Fee Changes

Fees are subject to change, without notice by the TTC Area Commission.

Refund Policy

Refunds are made according to the following regulations and only when you officially withdraw by submitting a Drop/Add or Withdrawal form to the Registrar's office or when a course is canceled by the college. Failure to attend class does not constitute withdrawal.

Refund Guidelines for (Full Session) Fall or Spring Semester

Canceled Courses	100% Refund
Before 1st day of the semester	100% Refund
1st-5th business day of the semester	100% Refund
6th-10th business day of the semester	50% Refund
11th-15th business day of the semester	25% Refund
After the 15th business day of the semester	0% Refund

Summer Semester refunds are prorated based on the shorter, 10-week semester.

Refund Guidelines for (Full Session) Summer Semester

Canceled Courses	100% Refund
Before 1st day of the semester	100% Refund
1st-3rd business day of the semester	100% Refund
4th-6th business day of the semester	50% Refund
7th-9th business day of the semester	25% Refund
After the 9th business day of the semester	0% Refund

Refund Guidelines for FastForward Courses Fall or Spring Semester

Canceled Courses	100% Refund
Before 1st business day of the semester	100% Refund
1st-3rd business day of the semester	100% Refund
4th-6th business day of the semester	50% Refund
7th-9th business day of the semester	25% Refund
After the 9th business day of the semester	0% Refund

Refund Guidelines for FastForward Courses Summer Semester

Canceled Courses	100% Refund
Before 1st business day of the semester	100% Refund
1st-2nd business day of the semester	100% Refund
3rd-4th business day of the semester	50% Refund
5th-6th business day of the semester	25% Refund
After 6th business day of the semester	0% Refund

Refund Guidelines for Maymester Courses Summer Semester

Canceled Courses	100% Refund
Before 1st business day of the semester	100% Refund
1st business day of the semester	100% Refund
2nd business day of the semester	50% Refund
3rd business day of the semester	25% Refund
After the 3rd business day of the semester	0% Refund

Refund Guidelines for Challenge Courses (All Semesters)

Canceled Courses	100% Refund
Before 1st business day of the semester	100% Refund
1st business day of the semester	100% Refund
After 1st business day of the semester	0% Refund

Refund Guidelines for Weekend College Courses (All Semesters)

Before 1st business day of the semester	100% Refund
1st-5th business day of the semester	100% Refund
After the 5th business day of the semester	0% Refund

FastForward courses are refunded at 100 percent if students drop or completely withdraw during the Drop/Add period (the first three class-meeting days of each FastForward session for Fall and Spring Semesters and the first two class-meeting days of each FastForward session for Summer Semesters).

Weekend College courses are refunded 100 percent during the first five business days after the first Weekend College session.

TTC provides a full refund for all courses dropped or a complete withdrawal from courses before the first day of classes.

No refunds are given for complete withdrawal or course withdrawal after the official refund period each semester.

Repayment of Federal Financial Aid

If you are receiving financial aid from Title IV federal funds (Pell, SEOG, ACG, Stafford loans) and you totally withdraw from college for any reason prior to attending 60 percent of the semester, TTC will determine if you are required to repay Title IV funds based on Title IV regulations. If payment is required, TTC will return funds to the federal government according to the federal guidelines.

The U.S. Department of Education instituted this new repayment policy in the 2000-01 academic year for students receiving Title IV assistance (financial aid).

A portion of financial aid funds will be returned to the appropriate federal program upon a recipient's total withdrawal from college. The amount returned is based on the percentage of enrollment completed for that semester and the amount of financial aid assistance considered earned.

1. The number of calendar days in the enrollment period (semester) is divided into the number of calendar days the student completed for that semester.
2. The amount of financial aid earned is equal to the percentage of the semester that was completed (up to the 60 percent point). If the student withdraws after the 60 percent point of the semester, the student will have earned 100 percent of financial aid funds received for that semester.

Veterans Tuition Payments

All veteran students with the exception of Chapter 31, Vocational Rehabilitation and Employment or South Carolina state free tuition recipients are required to pay their tuition and fees by the deadline date published in TTC's *On Course*. These payments are due without regard to your receiving benefits checks from the Department of Veterans Affairs. Contact the Veterans Assistance Center on the Main Campus in Building 410 or call 843.574.6105 for additional information.

Veterans Refund

TTC processes the applications of those veterans, and spouses and children of deceased or 100 percent disabled veterans, who are eligible according to the provisions established by the Department of Veterans Affairs and the State of South Carolina. The Department of Veterans Affairs may require repayment of overpayment situations resulting

from a student withdrawing from a class prior to course completion. The Department of Veterans Affairs may waive overpayment situations if there are mitigating circumstances involved. Students receiving benefits that are processed by the TTC Veterans Assistance office are required to keep this office informed of initial class registration and changes in their enrollment status immediately so that underpayment and overpayment situations can be avoided. Contact the Veterans Assistance office on the Main Campus (Bldg. 410) or call 843.574.6105 for additional information.

Additional Fees and Charges

The fees listed below are not necessarily all inclusive and are subject to change without notice.

Fees

Application Fee: $25 due with application
Credit by Exam Fee: $45
Re-enrollment Fee: $50 re-enrollment after financial purge
Student ID Card Fee: $5 for replacement ID; first card no charge

Returned Checks: A service fee is assessed in accordance with current law on all checks received in payment of books, fees, etc. that are returned by the bank for insufficient funds or closed accounts.

Debts Owed to the College

You will not be permitted to receive your graduation diploma, transcripts or current semester grades, or to register for the upcoming semester, until all debts incurred at the college have been paid in full.

Financial Aid

A variety of financial assistance is available at Trident Technical College to help you with the cost of attending college. TTC's Financial Aid office assists prospective and current students and their families by providing information about financial resources, assisting applicants with the application process for financial assistance, calculating an applicant's level of eligibility for financial assistance, awarding financial assistance based on an applicant's enrollment status, and monitoring students' satisfactory progress each semester for continued eligibility in financial assistance programs.

Types of Financial Aid

Financial assistance programs offered at TTC include federal programs under Title IV funds, state grants and scholarships. Federal financial assistance includes the Pell Grant, Supplemental Educational Opportunity Grant, Academic Competitiveness Grant, federal college work-study, and student loan and parent loan. State financial assistance programs include lottery-funded tuition assistance, the LIFE Scholarship and the South Carolina Need-Based Grant.

Eligibility for Financial Aid

Eligibility for federal (and some state) financial assistance awards requires:

1. U.S. citizenship or permanent residency
2. A high school diploma, its equivalent or proof that you meet Ability to Benefit regulations
3. Evidence of need
4. Enrollment in an eligible program of study that meets federal requirements
5. No prior student loans are in default
6. The applicant is not in repayment on any federal Pell, SEOG and ACG grant
7. Satisfactory academic progress as defined by TTC once you enroll in credit courses
8. Selective Service match

Eligibility for Financial Aid Under Ability to Benefit Regulations

If you do not have a high school diploma or its recognized equivalent, you may be able to qualify for Title IV funds in TTC programs approved for federal financial aid that do not require high school graduation. To qualify you must take TTC's placement test as an Ability to Benefit test and achieve the minimum scores established by the U.S. Department of Education in reading, writing skills and pre-algebra. Testing Services administers the placement test on Main, Palmer and Berkeley campuses. The listing of approved programs for Title IV funding can be found at TTC's Web site in the Financial Aid/VA Link.

Priority Dates

Priority dates for applying for financial aid are published for each semester. You should apply for financial aid by completing your FAFSA and having your Student Aid Report sent to TTC prior to the semester in which you plan to enroll. Any documents requested by the Financial Aid office should be submitted to TTC's Financial Aid office as soon as possible after the request. This will allow your financial aid to be processed so that any eligible financial aid will be available prior to the beginning of the semester when you plan to enroll. All documents become the property of TTC and will not be returned to or copied for the student. If you submit your FAFSA after the published priority date, you should be prepared to pay your tuition and fees and purchase books by the fee payment deadline for the semester. Your financial aid will be processed in the order in which your Student Aid Report is received. You will be reimbursed if you are eligible for any financial aid.

Applying for Financial Aid

To apply for financial aid programs, fill out the Free Application for Federal Student Aid (FAFSA). A new or renewal FAFSA must be submitted for each academic year (fall through summer) and is available for the upcoming academic year after Jan. 1. The FAFSA is available online at www.fafsa.ed.gov. The results of your FAFSA can be submitted directly to TTC by placing TTC's school code (004920) in the Release and Signature section of the FAFSA.

Your financial aid eligibility is determined from the information provided on the FAFSA. To complete the application, you will need a copy of your most recent federal tax returns and copies of any untaxed income such as Social Security benefits received by the student and/or family military untaxed incomes. A Student Aid Report (SAR) is generated and sent to you and also to TTC if you indicated this on your FAFSA. If corrections are required or additional information is requested, you submit it on the Web. Apply online at www.fafsa.

ed.gov. Your SAR will be sent to you electronically. It is important to respond promptly to any requests for corrections or additional information.

Federal regulations require that randomly selected financial aid applicants provide verification of all information documented on the FAFSA. If you are randomly selected for verification, you will be notified by TTC's Financial Aid office to submit a verification worksheet, federal income tax forms and other necessary documentation. Students must submit all copies of required documents to TTC's Financial Aid office. The documents become the property of TTC; the Financial Aid office cannot provide students with copies of submitted documents. Once all requirements are met, you will be sent an award letter, if eligible, specifying the amount of financial aid you are eligible to receive.

Financial Aid and Withdrawing from Classes or School

If you have financial aid and withdraw from all your classes or stop attending all classes before the 60 percent completion period, you may have to repay a portion of your financial aid funds to the federal government. You may owe funds back to TTC.

The U.S. Department of Education requires students to attend classes for at least 60 percent of the semester in order to qualify for their full amount of aid. If you withdraw from all classes prior to the 60 percent completion period, you will have to repay the unearned funds to the federal government. You will also have to repay unearned funds to TTC. You will be ineligible to receive any future financial aid at any college or university until you repay the debt. You will not be able to continue attending TTC until you satisfy the debt owed to the college either by paying all of the funds or making arrangements to carry your balance forward into another term.

It is very important for you to consider the financial implications of withdrawing from all of your classes or not attending all of your classes prior to the 60 percent completion date.

Cost of Attendance for Nine Months

TTC uses a budget to determine your financial aid package; it is based on your residency status, the number of terms you attend, and whether you are defined as a dependent or independent student on the FAFSA. Costs may vary according to individual circumstances.

The example below is based on a tri-county resident attending Fall and Spring Semesters (nine months). All items are subject to change, and actual costs will vary from person to person.

Tuition	$3,350
Technology Fee	100
Room and Board	7,479
Books and Supplies	1,400
Transportation	1,440
Personal	1,550
Total	**$15,319**

Note: See academic year updates on TTC's Web site in the Financial Aid section.

The Pell Grant Program

The Pell Grant provides financial assistance to those who demonstrate financial need. The Pell Grant is intended to be the floor of a financial aid package and may be combined with other forms of aid to help you meet the costs of education. Any student working toward a degree/diploma/certificate may be eligible for the Pell Grant, which ranged in 2008-09 from $400 to $4,731, depending on the number of semesters attending, the number of credit hours enrolled each semester, and eligibility as calculated by the Department of Education based on your FAFSA. The 2009-10 Pell award amounts will appear on TTC's Web site after Congress approves.

The Federal Supplemental Educational Opportunity Grant Program

The Federal Supplemental Educational Opportunity Grant program is designed to provide additional assistance for qualified students who demonstrate financial needs beyond those met by the Pell Grant. To qualify for SEOG you must be eligible for a Pell Grant. Awards are made based on need. Funds are limited and normally awarded by the priority dates.

Academic Competitiveness Grant Program

Students who meet Pell Grant eligibility and rigorous academic criteria to be defined by the Title IV federal regulations may be eligible for a new Academic Competitiveness Grant Program. If you meet initial eligibility criteria for the 2006-07 year, you will receive notification from the U.S. Department of Education with application instructions.

The South Carolina Need-Based Grant

The South Carolina Need-Based Grant is available to South Carolina residents in need who are seeking their first undergraduate degree. Students must maintain a 2.0 cumulative GPA to receive the grant during the Fall, Spring or Summer semesters of the academic year. Awards are made on a first-come, first-served basis. A South Carolina Need-Based Grant affidavit must be completed after the award has been made before any funds can be placed in the student's account.

Federal Work-Study Program

The Federal Work-Study (FWS) program uses federal funds to provide part-time employment opportunities to defray educational expenses. FWS jobs are assigned on a first-come, first-served basis. The number of hours assigned is determined by financial need as well as the student's ability to maintain a good academic standing. The number of jobs available is based upon the amount of funds allocated by the federal government for the year. To be eligible for FWS, you must be enrolled in at least six semester credit hours and maintain a 2.0 cumulative GPA and remain eligible for federal student aid for each semester that you participate in the program.

Institutional Work-Study

A limited number of Institutional Work-Study (IWS) positions are also available. IWS applicants do not have to demonstrate financial need but must be enrolled in at least six semester credit hours and maintain a 2.0 cumulative GPA. If you are interested in applying for an IWS position, contact the Career Planning and Placement Office at Main Campus.

Student Loans

Student loans are available to students enrolled at least half-time (six credit hours) in an eligible program and vary according to your program and unmet need. Students who are first-time borrowers must choose their lender. See TTC's Web site for additional information on lending agency options. The interest rate for loans certified on or after July 1, 2006 will be at a fixed rate of 6.8 percent. Students must sign a master promissory note to accept a student loan. You also must successfully complete an entrance loan counseling session before receiving your loan money. Repayment begins six months after you cease to be enrolled at least half-time (six credit hours). If you graduate, withdraw or drop to less than halftime (six credit hours), you must complete exit loan counseling regarding your loan obligation.

Loans may be subsidized or unsubsidized. To qualify for a subsidized loan, a student must demonstrate need according to federal guidelines. For any subsidized loan funds a student receives, the federal government pays the interest while the student is in college, a grace period or deferment. Unsubsidized loans are available to students who do not meet the need criteria for subsidized funds. Interest begins to accrue immediately and is added to the principal while the student is in college. The principal and interest payments are still deferred.

The U.S. Department of Education requires students to complete exit student loan counseling when there is a change in enrollment status. If you have a student loan and withdraw from all your classes or withdraw from one or more courses, resulting in an enrollment status of less than six credit hours, you must complete the student loan exit counseling. Graduating seniors must complete the exit counseling upon graduation. You can complete the student loan exit counseling at mappingyourfuture.org. You will receive a letter from your lending agency about repayment of your student loan.

Federal Parent Loan

The Federal Parent Loan (PLUS) is a non-need-based loan available to the parents of a dependent student. This loan may not exceed the cost of attendance. The student is required to be enrolled in classes at least half-time (six credit hours) in an eligible program to be eligible for the PLUS. For loans certified on or after July 1, 2006, the interest rate will be fixed at 8.5 percent.

Scholarships

College and TTC Foundation scholarships are available from industries, businesses, professional organizations, civic clubs and individuals. The scholarship recipient is selected by the donor or TTC's Scholarship Committee. Scholarships are usually awarded prior to the beginning of Fall Semester. Check with the Financial Aid office or at TTC's Web site for applications and deadline dates.

LIFE Scholarship

The LIFE scholarship is available for students who graduate from a South Carolina high school. You must be a full-time, degree-seeking student not taking developmental or bridge courses. You also must be a South Carolina resident for in-state tuition purposes at the time of enrollment and have no felony or alcohol/drug convictions. First-time entering freshmen must have graduated from high school with a minimum of a 3.0 cumulative grade point average on a 4.0 scale. Students must sign the LIFE Scholarship affidavit each academic year. Additional information and criteria are available at the Financial Aid offices at Main, Palmer or Berkeley campuses or at the South Carolina Commission on Higher Education's Web site.

Lottery-Funded Tuition Assistance

Lottery-funded tuition assistance is not based on financial need. Students may be eligible for lottery-funded tuition assistance if they qualify for in-state tuition rates according to state law. Completion of the Free Application for Federal Student Aid (FAFSA) or LTA waiver form is required for each year. Assistance is paid to the college, not the student, and applies toward tuition. For up-to-date information on lottery tuition assistance, visit TTC's Web site and click on the Financial Aid/Veterans Assistance link, or call 843.574.6110.

Tax Incentives for Education

Please note: This is a summary of basic information concerning these programs. For additional information on these tax incentives, call 1.800.4FED.AID or seek advice from your tax consultant or the IRS. You also may visit the IRS Web site and click on Tax Info For You at the bottom of the page.

Hope Scholarship Tax Credit (Federal Tax Forms)

Taxpayers may be eligible to claim a nonrefundable Hope Scholarship Credit against their federal income taxes. The Hope Scholarship Credit may be claimed for the qualified tuition and related expenses of each student in the taxpayer's family (i.e., the taxpayer, the taxpayer's spouse or an eligible dependent) who is enrolled at least half-time in one of the first two years of postsecondary education and who is enrolled in a program leading to a degree, certificate or other recognized educational credential. The maximum credit a taxpayer may claim for a taxable year is $1,650 multiplied by the number of students in the family who meet the enrollment criteria.

Lifetime Learning Tax Credit (Federal Tax Forms)

Taxpayers may be eligible to claim a nonrefundable Lifetime Learning Credit against their federal income taxes. The Lifetime Learning Credit may be claimed for the qualified tuition and related expenses of the students in the taxpayer's family (i.e., the taxpayer, the taxpayer's spouse or an eligible dependent) who are enrolled in eligible educational institutions. The maximum credit a taxpayer may claim for each taxable year is $2,500.

A taxpayer may not claim a Hope Scholarship credit and a Lifetime Learning Credit for the same student in the same year. There is no limit to the number of years in which the Lifetime Learning Credit can be claimed for each student.

Student Loan Interest Deductions

The new student loan interest deduction reduces the burden of the repayment obligation by allowing students or their families to take tax deductions for the interest paid in the first 60 months of repayment on student loans. The deduction is available even if an individual does not itemize other deductions.

South Carolina Tuition Tax Credit (State Tax Forms)

Students who graduated from high school within the last 12 months and enrolled in a two-year college are allowed a refundable individual tax credit of 25 percent on their total tuition cost with a maximum deduction of $350 a year. Before calculating the credit, you must deduct any amounts received toward tuition payments from scholarships, grants or other tax-free educational assistance.

Tuition credits cannot be claimed for more than four consecutive years after the student enrolls. The student must have completed at least 15 credit hours per semester. The student must be classified as a degree-seeking undergraduate or enrolled in a certificate or diploma program of at least one year.

Financial Aid Criteria

Program	Pell Grant**	Federal Supplemental Educational Opportunity Grant (FSEOG)**	South Carolina Need-Based Grant (SCNBG)**	Federal Work-Study (FWS)	Academic Competitiveness Grant (ACG)**
Who's Eligible to Apply	Students who have proven a financial need and have never received a bachelor's degree. Must be a U.S. citizen or permanent resident, pass the Selective Service match and not be in over payment or in default on student loans.	Students carrying at least six semester credit hours who have a proven need and who show academic promise. Must have Pell Grant eligibility.	Students must be South Carolina residents, maintain a 2.0 cumulative GPA, carry at least six credit hours, and not have a bachelor's or associate degree or be working on a second certificate or diploma program of study.	Students carrying at least six semester credit hours who have a proven financial need. Must be a U.S. citizen or permanent resident, pass the Selective Service match and not be in over payment or in default on student loans.	Students must have graduated on or after May 2005, have completed a rigorous course of study in high school, be Pell Grant recipients, and enrolled at least half-time. To renew for the second year, the student must have completed 24 credit hours and maintained a 3.0 cumulative GPA.
Award	Based on federal guidelines, fall and spring	Varies	Varies Available fall and spring only	Paid by the hour	$750 first year $1,300 second year
How to Apply	Complete the Free Application for Federal Student Aid. For the South Carolina Need-Based Grant, students must complete a S.C. Need-Based Affidavit.				First-year students who have never attended college before must submit their high school transcripts and meet initial requirements. Second-year students must meet renewal requirements.
	1. Apply for and be accepted for admission to TTC as a regular, degree-seeking student. 2. Complete the Free Application for Federal Student Aid (FAFSA) and list TTC to receive the information (code 004920). 3. Submit the completed FAFSA form online. You can self identify as a potential recipient of the Academic Competitiveness Grant upon completing the FAFSA application. In four to six weeks you will receive a Student Aid Report (SAR). TTC will receive your Institutional Student Information Report (ISIR). If corrections are required, or additional information requested, you can either mail it or submit it on the Web. Your SAR will be sent to you electronically. You can make your corrections electronically as well. It is important to respond promptly to any requests for corrections or additional information, or your FAFSA cannot be sent to TTC or accurately processed for financial aid awards! 4. FAFSA forms must be completed and ISIRs received in the Financial Aid office by the Financial Aid Priority Date for financial aid to be available for the next semester's registration. If you miss the priority date, you will need to be prepared to pay your tuition/fees and then you will be reimbursed based on your eligibility when your financial aid is processed. The Financial Aid office continually processes applications (ISIRs) according to the date they are received.				

***Grants do not require repayment. ***Loans must be repaid.*

Award Information: Financial Aid is processed for one academic year (fall and spring), per application.

All Financial Aid programs are subject to change. For up-to date information on how lottery-funded tuition assistance though the South Carolina Education Lottery will affect tuition, scholarships and/or fees, visit www.tridenttech.edu.

Financial Aid Criteria

Lottery-funded Tuition Assistance	LIFE and Other Scholarships	Student Loan Programs***	Parent Loans***	Veterans Educational Benefits	Program
Students who qualify for in-state tuition and are legal South Carolina residents for at least one year. Must be enrolled in at least six credit hours and cannot have earned an associate degree within five years of the award year.	Requirements vary with different scholarships. Visit TTC's Web site for more details.	Students enrolled in at least six semester credit hours who have proven a financial need. Applications must be approved by the Financial Aid office and the Department of Education.	Students carrying at least six semester credit hours. Available for parents of dependent students.	Qualified veterans, active personnel, active reserve and national guardsmen, widows and children of deceased or veterans with disabilities.	**Who's Eligible to Apply** **Award**
Varies	Varies	Varies Award is for fall/ spring/summer	Varies	Varies	
Complete the Free Application for Federal Student Aid (FAFSA).	Contact the Financial Aid office. LIFE scholarship recipients must complete a LIFE Scholarship affidavit.	Complete the Free Application for Federal Student Aid (FAFSA). First-time borrowers must choose a lender. Go to TTC's Web site for more information.	Check with the Financial Aid office.	Contact the Veterans Assistance office on TTC's Main Campus.	**How to Apply**

****Loans must be repaid.*

Enrollment for Financial Aid:
TTC awards financial aid based on credit hours of enrollment at the end of Drop/Add. No adjustments to the student's awards will occur based on changes after Drop/Add unless a class is canceled by the college or the student withdraws prior to 60 percent of the semester.

Veterans, Veterans Dependents and Service Personnel

Opportunities for Veterans, Veterans Dependents and Service Personnel

TTC is a fully accredited institution of higher learning that is certified to process claims for veterans, and spouses and children of deceased or 100 percent disabled veterans, with the Department of Veterans Affairs and the state of South Carolina. TTC is also designated a Servicemembers Opportunity College (SOC) by the Department of Defense, the American Counsel on Education (ACE) and the American Association of Community Colleges. TTC is also a participating member of the SOCNAV (Navy), SOCMAR (Marines) and SOCAD (Army) programs. Information about all SOC programs is available at your Military Education office. As an SOC institution, TTC is committed to assisting veterans, eligible spouses and dependent children, and active duty personnel to meet their educational needs.

TTC has full-time Veterans Assistance offices (VA) located on the Main Campus and the Palmer Campus. The TTC VA office is staffed with TTC employees who coordinate college services and provide information, referrals and assistance to veteran students, reservists, active duty personnel and eligible dependents of veterans with admission, educational and vocational counseling, financial aid, and other needs that affect educational progress. The telephone number at Main Campus is 843.574.6105; the telephone number at Palmer Campus is 843.722.5558.

If you feel that you may be eligible for VA or South Carolina state benefits, contact the Veterans Assistance office. The Veterans Assistance office will help you complete all of the necessary applications and will mail them to the appropriate approving agency for you. It could take between three to six months to apply, get approval and receive funds from the VA. You should be prepared to pay your tuition, fees, expenses and instructional fees for this period. You assume full responsibility for all fees at the time of registration. You are responsible for informing the Veterans Assistance office of changes in enrollment status or changes in dependency or marital status. You are responsible for keeping your address and phone numbers current with the Admissions office and with the Veterans Assistance office. Your benefits may be suspended or terminated if problems arise with your certification and we cannot contact you.

All veterans and eligible persons receiving VA educational benefits while enrolled at TTC are required to maintain class attendance. When a student's absences in a traditional class exceed two consecutive weeks of scheduled meetings after the drop/add period, the instructor will complete and submit an attendance/progress report to the TTC VA office. If a student ceases active involvement in online or other modes of distance learning courses for two consecutive weeks, the same procedure of reporting will apply. The TTC VA office will notify the Veterans Affairs Regional Office in Atlanta, G.A., or the Department of Veterans Affairs Vocational Rehabilitation and Employment Office in Charleston, S.C. of the change in enrollment. The respective offices will determine the necessary adjustment to a student's educational benefits. If you drop, withdraw or change your enrollment in a class or classes at the college, you are required to complete an official drop/add or withdrawal form. The form must be completed and then signed by your instructor. It must include your last date of attendance (LDA) in the class. You must deliver this form to the Registrar's office for processing as well as bring a copy of the form to the Veterans Assistance office.

Unless you can show the reason for withdrawal of a course or courses was due to mitigating circumstances, the VA must reduce or stop your benefits from the beginning date of the term. "Mitigating circumstances" are unavoidable and unexpected events that directly interfere with your pursuit of a course and are beyond your control. The first time you drop up to six credit hours, the VA will excuse the drop and pay benefits for the period you attended. This is a one-time exclusion and you will not have to provide a reason to the VA. For more information, contact the TTC Veterans Assistance office.

Choose your major carefully. Changing your major slows down progress toward completion of your degree. It also unnecessarily uses up your benefits which are limited in amount. In addition, a program change may result in a delay in receiving benefits. This is particularly important if you are going on for advanced studies. If you change your major, you must complete a Student Information Update form in the Admissions office and complete a program update form in the Veterans Assistance

office. Vocational Rehabilitation students receiving Chapter 31 benefits are not permitted to change their majors without the permission of their VA case manager.

Educational Programs for Veterans/ Dependents and Active and Reserve Personnel

Qualified veteran students may be considered for various financial aid or scholarship programs. All students are encouraged to apply for all available programs. Additional information is available at the Veterans Assistance office, the Financial Aid office or by visiting TTC's Web site.

Montgomery G.I. Bill (Chapter 30): This program provides 36 months of full-time benefits to veterans or military personnel in return for service to their country; a $1,200 contribution with completion of their first tour of duty under honorable conditions. These students also may qualify for VA work-study positions when available.

Vocational Rehabilitation and Employment (Chapter 31): This program pays tuition, fees, textbooks, supplies and equipment plus a monthly subsistence allowance to veterans with a compensable service-connected disability resulting in employment disability as determined by the VA. You must apply within 12 years of VA notification of disability compensation. Generally, benefits are payable up to 48 months for undergraduate training. Free tutorial assistance is available but must be requested as early in the semester as possible. Eligible students may qualify for VA work-study positions when available.

VEAP (Chapter 32): This program provides up to 36 months of full-time benefits to personnel who entered active duty military service between Jan. 1, 1977, and June 30, 1985. In return for a monthly contribution of $25-$100, the military provides matching funds of up to $8,100 depending on amount and length of contributions. These students may qualify for VA work-study positions when available.

Dependents Educational Assistance (Chapter 35): This program provides benefits for spouses and children of veterans who, resulting from active duty, died of service-related causes or have been awarded 100 percent total permanent disability. There are many different eligibility requirements for this program. Please visit the Veterans Assistance office for help in completing your application. These students may qualify for VA work-study positions when available.

S.C. State Free Tuition Program: Children of veterans, who were either residents of South Carolina at the time of entry into service or who have resided in South Carolina for at least one year, may be eligible for the S.C. State Free Tuition Program. The program requires that the veteran served honorably in the armed forces of the United States during a period of war and either died while in service or as a direct result of service; or was a POW or MIA; or is totally or permanently disabled as determined by the Veterans Administration; or has been awarded the Congressional Medal of Honor. The veteran, if disabled, must still reside in South Carolina. These students are not eligible for VA work-study positions unless they also receive Chapter 35 benefits.

Payment of Benefits: Eligible students receive benefits based on their particular VA benefit program and training time while at TTC. The Veterans Administration processes benefit payments at the end of the month for that month's enrollment. Advance payment of the first partial month's benefit and second full month's benefit is available if you are entering college for the first time or you were previously enrolled but have a break of 30 days or more between sessions. The VA must receive advance pay request at least 60 days before and not more than 120 days before the beginning of each semester.

REAP: This program (Chapter 1607 of title 10, U.S. Code) is a new benefit providing educational assistance to members of the reserve components – Selected Reserve (Sel Res) and Individual Ready Reserve (IRR) – who are called or ordered to active service in response to a war or national emergency, as declared by the President or Congress. Generally, a member of a reserve component who served on active duty on or after Sept. 11, 2001 under title 10, U.S.C., for at least 90 consecutive days under a contingency operation is eligible for REAP.

Past 9/11 Veterans Educational Assistance act of 2008: This educational program (Chapter 33 of Title 38 U.S. Code) is a new education benefit program for individuals who served on active duty on or after Sept. 11, 2001 for at least 30 continuous days and were honorably discharged due to a service-connected disability, or served for an aggregate period ranging from 90 days to 36 months. Additional information is available at www.gibill.va.gov.

These hours apply for VA pay purposes only.

Fall and Spring Semesters

Full time	12 semester credit hours
3/4 time	9-11 semester credit hours
1/2 time	6-8 semester credit hours

Summer Semester and Accelerated Terms

The Department of Veterans Affairs determines the payment of benefits for Summer Semester or any accelerated terms by calculating the number of whole weeks in the semester and the number of credit hours of enrollment for that semester/term. Contact the Department of Veterans Affairs if you have questions concerning your benefit calculation for accelerated terms.

Please visit the Veterans Assistance office for more information regarding benefits during the Summer Semester.

Active Duty Tuition Assistance: This program pays all or part of tuition costs for college courses taken while on active duty. Each branch of the military administers it. Check with your Military Education office for program requirements. Tuition assistance forms should be processed through your Military Education Center and submitted to the TTC Business office well in advance of the start of the semester.

Other Resources for Dependents: Educational loans may be available through Army Relief, Navy Relief and Air Force Aid Societies for qualified children or spouses of active duty servicepersons, servicepersons who died while on active duty or retired status, or veterans on retired status.

General Information: The federal, state or private agency administering these educational assistance programs has sole responsibility for determining eligibility and awarding benefits. Most federal VA educational benefits are payable for 10 years from the date of discharge or the date of eligibility. Generally, veterans with dishonorable discharge are not eligible. Federal or state legislation reserves the right to change, without notice, any programs and guidelines for eligibility.

Tutorial Assistance

You may receive monetary assistance from the Department of Veterans Affairs to pay a tutor, if one is required. All chapters except Chapter 31 must pay the tutor directly and then submit a claim for reimbursement for tutorial assistance to the VA. Those students that receive benefits under the S.C. State Free Tuition program only are not eligible for tutorial reimbursement. Additional information is available at TTC's Veteran's Assistance office.

Veterans Work-Study Program

There are a limited number of VA work-study positions for veterans attending college in the Charleston area. The Department of Veteran's Affairs pays minimum wage for this work. These wages are tax-free.

Receiving Benefits

As a student receiving VA educational benefits, you may receive benefits only for those courses that are required for graduation in your major and as approved by the South Carolina State Approving Agency. In addition, the VA will not pay for audited courses or courses for which you have already received transfer credit or received a passing grade. The VA pays benefits for courses that are repeated if the courses are within the program outline and were previously failed.

Transfer Credit

The South Carolina State Approving Agency for VA requires the college to adhere to provisions set forth in accordance with Section 21.4253 b (3) and 21.4258 a (7) of Title 38, US code of Federal Regulations regarding prior credit evaluations. Students receiving VA benefits must submit their military and/or college transcripts to the TTC Admissions office no later than the end of the second semester of enrollment at TTC. TTC's VA office will process enrollment certifications for only two semesters pending prior credit evaluations.

Repeat Course Policy

VA students receiving educational benefits will not be certified for any course on a third attempt when the grade of "F" or "U" has been earned. Students receiving the S.C. State Free Tuition program will not have tuition waived for any course on a third attempt when the grade of "F" or "U" has been earned.

Veterans Attendance Policy

All veterans and eligible persons receiving VA educational benefits while enrolled at TTC are required to maintain class attendance. When a student's absences in a traditional class exceed two consecutive weeks of scheduled meetings after the drop/add period, the instructor will complete and submit an attendance/progress report to TTC's Veteran Assistance office. If a student ceases active involvement in online or other modes of distance learning courses for two consecutive weeks, the

same procedure of reporting will apply. Attendance reports resulting in a reduction of credit hours enrolled have to be reported to the Department of Veterans Affairs and will result in an overpayment of benefits. The TTC VA Office will submit the attendance reports to the Department of Veterans Affairs Regional Office in Atlanta or the Department of Veterans Affairs Vocational Rehabilitation and Employment Office in Charleston. The respective offices will determine the necessary adjustment to a student's educational benefits and notify the student when an overpayment of benefits applies. Circumstances may occur that allow the student to have his/her benefits reinstated. Reinstatement can only occur within the semester in which the changes originated.

Veterans Tuition Payments

All students receiving veterans educational benefits under VA Chapter 30, 32, 1606, 1607 and Chapter 35 are required to pay their tuition and fees by the deadline date published in TTC's *On Course*. These payments are due without regard to receipt of benefits checks from the Department of Veterans Affairs. Contact the Veterans Assistance office on the Main Campus (Bldg. 410, 843.574.6105) or Palmer Campus (Room 127A, 843.722.5558) for additional information.

Veterans Refund

TTC processes the applications of eligible veterans, spouses and children of 100 percent disabled or deceased veterans, according to the provisions established by the Department of Veterans Affairs and the State of South Carolina. The Department of Veterans Affairs may require repayment of overpayment situations resulting from a student withdrawing from a class prior to course completion. The Department of Veterans Affairs may waive overpayment situations if there are mitigating circumstances involved. Students receiving benefits are required to keep TTC's Veterans Assistance office informed of initial class registration and changes in enrollment status immediately. This will prevent underpayment or overpayment of VA benefits. Contact the Veterans Assistance office on the Main Campus for additional information.

VA Certification for Online Courses

In order to meet VA certification requirements for off-campus courses such as practica, internships/externships and residencies, as well as courses offered via the Internet or other modes of distance learning, TTC acknowledges that these courses are part of the college's approved curriculum, are directly supervised by the college, are measured in the same unit as other courses, are required for graduation, and are part of a program of study approved by the State Approving Agency. The college requires that the faculty teaching these courses use a grading system similar to the grading system used in resident courses and include statements in the course syllabus that indicate that appropriate assignments are needed for the completion of the course and that the student is expected to demonstrate, at least once a week, that he/she is actively involved in the class. Examples of activities that can be used to demonstrate this involvement include, but are not limited to, the following: posting/receiving e-mails, participating in online class discussions and class chat rooms, and completing and submitting course assignments. Further, TTC requires that these courses have schedules of time for training and instruction which demonstrate that students shall spend at least as much time in preparation, instruction and training as is normally required by the college for its resident courses.

Veterans Upward Bound Program

The Veterans Upward Bound (VUB) program helps eligible U.S. military veterans fully develop their personal potential and achieve their academic goals. The college's VUB staff and instructors assist eligible veterans by developing, improving and extending educational access and opportunities through academic needs assessment, instruction, enrichment and other academic support activities. The VUB program is designed to help veterans refresh their academic skills so that they can prepare for and successfully complete the postsecondary education program of their choice (university, technical/community college or vocational/technical program). VUB projects funding is provided by the U. S. Department of Education and serves eligible veterans across the nation.

College Services and Resources

Adult Students Returning to School

TTC has a large population of students who have been out of school for many years and are returning to upgrade skills, retrain for new jobs or just take personal interest courses. If you are one of these students, keep reading. You'll find you have a lot in common with TTC students.

Will I be the oldest student in class?

Nationwide, more than 6 million older adult students attend college each year; one-third of all college students now fall into this category. TTC's focus has traditionally been on the older student with class schedules and services directed to the working adult.

Will I be able to learn and compete with younger students?

Faculty are appreciative of returning adult students because these students provide a different perspective in classes. Generally, older adult students also are self-motivated, self-directed and committed to their studies.

How can I get extra help with courses?

You can find a variety of help in selected courses at The Learning Center. Tutors, audiovisual media and computer software are available for tutoring and practice. Check with each campus to find out what kind of help is available and what hours you can use these resources.

Main Campus, The Learning Center
(Bldg. 920), Room 211, 843.574.6409
Berkeley Campus, Room 178, 843.899.8079
Palmer Campus, Room 226, 843.722.5516

Where can I get help with classroom skills?

Counseling and Career Development Services offers workshops and individual help with study skills, test taking, test anxiety, time management and stress management. Check with each campus to find out how to access these services.

Main Campus, Student Center
(Bldg. 410), Room 210, 843.574.6131
Berkeley Campus, Room 178, 843.899.8079
Palmer Campus, Room 226, 843.722.5516

An excellent course that teaches classroom skills, library skills, problem solving, career development and other important topics is COL 103, College Skills. Shorter, more concentrated versions of the COL 103 course are offered as COL 104 (Study Skills) and IDS 104 (Career Exploration). Ask your academic advisor about these courses.

Where can I get help with juggling college, work and family?

Counseling Services offers individual counseling to help you with your academic and personal needs. Call for an appointment or stop by the office.

Main Campus, Student Center
(Bldg. 410), Room 210, 843.574.6131
Berkeley Campus, Room 178, 843.899.8079
Palmer Campus, Room 226, 843.722.5516

Can I get a meal on campus?

Main Campus has a food court in the Student Center (Bldg. 410). Additional vending machines are located in Bldgs. 100, 200, 500, 600, 630, 700/800, 900, 920, 940, and the 100/300 breezeway. The Culinary Institute of Charleston operates the Mikasa Dining Room at Main Campus and 181 Palmer at Palmer Campus, which are open to the public. The Berkeley and Palmer campuses have small food service operations and vending machines.

Alumni Association

The Alumni Association was founded in 1980 with the mission to support the advancement, growth and development of the college and to provide educational and leadership opportunities for graduates. All students who earn a TTC degree, certificate or diploma automatically become lifetime members of the Trident Technical College Alumni Association. Graduates may request an official membership card by completing the online application at www.tridenttech.edu/alumni_memberapp.htm. Applications are also available on Main Campus in the lobby of the Student Center (Bldg. 410), the Learning Resources Center (Bldg. 510), the Learning Center (Bldg. 920), or the Alumni Office (900 Bldg. Room 119). Graduates who present their membership card are eligible for the following benefits:

- Discount tickets, travel and shopping through Working Advantage
- SeaWorld, Busch Gardens, Adventure Island, Water Country USA and Sesame Place admission discounts
- Cypress Gardens admission discount

- Heritage Trust Federal Credit Union membership eligibility
- Discount on selected computer courses offered through TTC's Division of Continuing Education and Economic Development
- Discount on TTC logo merchandise at TTC bookstores
- Use of Career and Employment Services
- Use of Learning Resource Centers
- Admission to all campus events sponsored by Student Activities
- A standing invitation to join the TTC Gospel Choir

There are no membership dues, but in exchange for these and future benefits, the association asks alumni to make an annual contribution to support TTCAA projects. For more information, visit the TTCAA Web site at www.tridenttech.edu/alumni.htm or contact the Alumni Association office at 843.574.6456.

Continuing Education and Economic Development

An updated schedule of continuing education noncredit courses can be found at **www.tridenttech.edu/ce.htm**.

The Division of Continuing Education and Economic Development provides short-term training for new careers and jobs. College entrance exams are not required, and there are very few prerequisites. Training is available in many forms, from day to evening and weekend programs. Many of the programs are funded for qualified applicants by the Trident One Stop Center.

The division promotes economic development through a variety of training opportunities, including licensure and certification, career renewal and enhancement, and customized programs. The division also provides consulting services to improve the competitiveness and quality of area businesses. To capture the interests of youth and adults, the division offers diverse and creative experiences for lifelong learning.

The division's programs and training enable individuals to keep up-to-date in their fields, embark on new career tracks or learn for the joy of personal enrichment. On-campus or on-site, custom-designed training programs and consulting services help business, industry and governmental organizations remain on the cutting edge. Continuing Education courses are held days, evenings and weekends on all three TTC campuses, at various sites throughout the area and via the Internet.

The division offers cost-effective and affordable quality training using the latest technologies available. The instructors speak plain English, not technical jargon, and they provide individual attention.

While the division's courses and seminars do not carry traditional college credit, the division awards continuing education units (CEUs) to students who successfully complete qualifying courses. The CEU is a nationally recognized and accepted measure of successful completion of professional training. One CEU is awarded for each 10 contact hours of instruction completed. A cumulative record of CEUs earned is retained at the College and is available on request. Certificates of achievement are awarded for successful completion of most courses. Only Satisfactory or Unsatisfactory grades are recorded for Continuing Education courses and programs.

The division is located in Buildings 910 and 920 in the Complex for Economic Development on Main Campus. The Complex contains a variety of flexible, multipurpose instructional areas that house a wide range of training programs and accommodate group sessions for up to 150 attendees. The classrooms, seminar rooms and hands-on labs are equipped for multimedia instruction. In Bldg. 910, a catering kitchen permits on-site meal service for special programs.

The Complex facilitates the delivery of custom-tailored training and consulting. This training includes basic skills, health care, information technology, industrial maintenance, management and organizational development, total quality systems and computer-integrated manufacturing. The staff assists in needs and training analyses and develops custom training programs scheduled at times and locations convenient to businesses, industries or agencies.

The division delivers its programs and services through three training departments: Manufacturing, Industrial and Construction Trades; Personal and Professional Development; and Health, Human Services, Environmental and Safety.

Manufacturing, Industrial and Construction Trades

This department provides local companies with concentrated review courses to prevent technical obsolescence, as well as presenting the latest in technical and scientific developments. The division's instructors are recruited from industry, governmental agencies and higher education faculty

to provide the optimum solutions to client training needs.

Utilizing various skills assessment programs TTC can assist companies in determining the skill level of both current and potential employees and together develop and implement a training program to increase employee performance and productivity. TTC established the Industrial Skills Training Center to address the need for well-trained maintenance operator technicians. The Center is located on the Main Campus in the Industrial Maintenance Technology Center and contains a Mechanical Skills Lab, an Electrical Skills Lab and a Predictive and Preventive Skills Lab. These labs provide state-of-the-art technology and training for both large and small companies in areas such as hydraulics, pneumatics, vibration analysis, shaft alignment, pumps, pipefitting and power transmission. TTC encourages and facilitates partnerships among industries to provide the most efficient and economic training programs for both pre-employment and incumbent workers.

In addition to the maintenance and apprenticeship programs, TTC also provides training in quality standards, welding, machining, PLCs, CNC, lean manufacturing, metrology, engineering, heating, ventilation and air conditioning, small engine repair certification and general and residential contracting.

The College partners with Lehigh University to provide access to master's degree programs via distance education. Through the Lehigh Educational Satellite Network (LESN), TTC links Charleston-area professionals to advanced courses leading to either master's degrees or professional development. The following programs are available via satellite broadcast: chemical engineering, chemistry, molecular biology, pharmaceutical chemistry, polymer science and engineering, quality engineering, manufacturing systems engineering and polymer science.

In the area of construction trades, TTC offers courses in building and facility maintenance, electrical building code, general contracting and residential building. All of these courses prepare students for various licensure examinations.

This department is also the focal point for the administration of the retraining portion of the South Carolina Enterprise Zone Act (EZA). The EZA allows manufacturing companies to apply to the South Carolina Department of Commerce (SCDOC) for EZA training plan approval. TTC assists companies in preparing these plans and applications. After receiving TTC and SCDOC approval, companies can request refunds from employee withholding taxes for up to one half the cost of approved training. Training must be delivered or sponsored by the College and is limited to $500 annually for each production and maintenance employee through first-line supervisor.

Personal and Professional Development

Personal and Professional Development training is available via short courses, seminars and Web-based courses for individuals to enhance their personal skills portfolios for new careers, for underemployed individuals, for multi-skilled work force development and for those seeking to expand their interests, hobbies, and improve their quality of life.

The division's computer and information systems training can open new doors to the rapidly changing world of information technology. With courses ranging from basic computer skills to advanced certifications, such as the Microsoft Certified Systems Engineer, Cisco Certification and Networking Certification and A+, Continuing Education provides training opportunities that allow individuals and organizations to fully utilize the potential of information technology through one-on-one tutoring, public courses and customized training at your facility or ours. Training areas include AutoCAD, CATIA, software applications, basic personal computer skills, design and Internet, graphics and desktop publishing, networking/ operating systems, programming, and Web site applications.

Professional development courses and certificate programs include finance, foreign languages, culinary arts, hospitality and tourism, insurance, real estate and appraisal, personal fitness trainer certification, small business, teacher recertification and test preparation. Organizational development courses include communication, customer service, human resources, leadership development, management, strategic planning, and team development. These courses also can be customized to optimize your employees' proficiency levels.

Internet technology allows you to take self-paced or instructor-led courses anywhere at any time. The division offers more than 500 online courses including business administration, computer technology, design and media certifications, entrepreneurship, personal enrichment, Internet, project management, the arts, history, writing and more.

To capture the interests of youth, the division offers summer camps for students ages 6-16 years old to provide challenging, new learning opportunities in math, science, computers, leadership, culinary arts, hospitality and tourism, and robotics technology. To provide lifelong learning opportunities for adults, the division offers diverse and creative experiences in courses such as culinary arts, hospitality and tourism, interior and floral design, defensive driving, motorcycle safety and others.

Health, Human Services, Environmental and Safety

This department is a leader in training individuals who will work in unlicensed health care occupations or who require certification or recertification in environmental and regulatory programs. Courses offered include OSHA and EPA recognized programs in asbestos, lead, water, wastewater, air quality and OSHA mandated programs such as hazwoper technician, operator and annual refreshers. The department also provides legal, law enforcement and horticulture continuing education courses.

In health care, the department offers certificate training programs in nurse aide, medical coding and transcription, emergency medicine, X-ray, phlebotomy, medical assisting and dental office management. Each program provides students with entry-level competency at completion. Many of the programs are approved by state and national regulatory agencies, which enable students to receive certification. A combination of classroom, laboratory and clinical experiences are used in all programs to achieve stated objectives.

The department's instructors and consultants are all industry specialists and authorized by appropriate regulatory agencies to provide certifications to participants successfully completing their training courses.

Continuing Education Online Registration:

Visit www.tridenttech.edu/ce.htm and review programs. Registration is available through TTC Express for Continuing Education. Payment is required at the time of registration. For technical assistance, e-mail ce.reg@tridenttech.edu or call 843.574.6152.

Fees: Continuing Education fees vary with course offerings. Refer to the course schedule or Web site for individual course fees. Continuing Education fees will be assessed in addition to any fees for curriculum courses taken.

Senior Citizen Enrollment in Continuing Education Programs: Legal residents of South Carolina age 60 or over who are not employed full time may qualify to enroll at a reduced rate in certain courses once they reach a minimum paying enrollment. Senior citizens may register on the day a course begins, on a space-available basis. In some courses, you will be required to purchase materials.

Refund Policy: TTC reserves the right to cancel any course because of insufficient enrollment or instructor availability, in which case you will receive a full refund. You will receive a full refund if you cancel 11 or more calendar days before the course begins, or you can transfer your registration to a colleague or associate. You will receive 75 percent of your registration fee if you cancel 10 calendar days before the course starts. No-shows are responsible for the registration fee. No refunds will be given after the course begins.

For information regarding programs and services offered by the Division of Continuing Education and Economic Development, call 843.574.6022. A complete listing of current Continuing Education courses is available on TTC's Web site.

Cooperative Education

Cooperative Education is a nationally recognized program that awards college credit for work experience related to your major. A current job may qualify for co-op credits, or you may seek help in finding a co-op job through the college's student employment referrals or through personal efforts. The job can be for pay or can be on a volunteer basis.

The credit you receive depends on the number of hours you work per week. Credits appear on your transcripts and often substitute for elective credits. You may combine co-op and class attendance in the same semester or alternate semesters of co-op with semesters of class attendance.

You must meet the following requirements for eligibility: have completed two full semesters of your program, have at least a 2.0 grade point average, and have the approval of your advisor.

Further information is available from the Co-op Center on Main Campus, Bldg. 510/Room 123, 843.574.6118.

The Learning Center

The Learning Center offers Developmental Studies courses to help you brush up on your math, reading or writing skills to prepare you for college-level work. If you are coming to college years after

you graduated from high school or you did not take courses to prepare you for academic work, you will benefit from the educational program provided by The Learning Center. The purpose of Developmental Studies courses is to help you obtain or develop skills needed for success in the program of your choice. If your placement scores fall below required levels, you should register for Developmental Studies courses. These courses include English, reading and pre-algebra mathematics.

Students enrolled in Developmental Studies courses will find that learning takes place in a technology-enriched environment. Each student will have an Individualized Study Plan (ISP) or set of assignments based on the results of diagnostic testing or assessment. The ISP includes computer tutorials, guided instruction, self-paced lessons using a variety of media (including Internet resources), and small group and learning lab activities. Instructors will work with you to help you pace your individualized assignments so that you can complete your ISP as quickly as you can master the course objectives.

You must show satisfactory academic progress and conduct while in Developmental Studies courses. Progress is measured by department requirements. Enrollment in Developmental Studies courses (those with a zero prefix in mathematics, reading and English) will be limited to a maximum of 36 semester credit hours, the equivalent of three semesters of full-time enrollment. Exceptions will be granted only if you meet the college's Standards of Progress and if you have the approval of the department head.

Learning Assistance

Learning Assistance (LA) provides tutoring and resources to help you keep up, catch up or get ahead. You may visit LA in Room 211 in Bldg. 920 on Main Campus and in Room 226 on Palmer Campus. Limited tutoring services may be available on Berkeley Campus. You may make appointments for one-to-one or small group tutoring in English, math and most sciences. Sometimes LA has tutors for other courses. Check the schedules of available tutors on each campus any time during each semester. You may join a study group or participate in the walk-in Math and Science Center (on Main Campus).

LA also has videotapes, DVDs, handouts, and computer and CD tutorials to assist you in math, English, biology and other courses. You may use computers to access the Internet for research and to type and print your course papers. Writing tutors in The Writing Center can assist you with writing assignments and research papers, and they can also help with specific topics, such as using MLA and APA documentation, addressing a writing task and recognizing errors in grammar and punctuation. You may schedule an appointment with a writing tutor for one-on-one assistance, or you may attend a small group session. Ask the LA receptionist for schedules of workshops and available appointment times. The Writing Center also offers informational handouts and print resources to help improve your writing skills. Consultants in LA can also assist you with using your TTC Express, WebCT and college e-mail accounts.

Helping others learn is a rewarding experience. If you excel in a subject such as math, biology, Spanish or chemistry, consider volunteering to be a peer tutor. To volunteer, come by one of the locations and fill out an application. Following your training, Learning Assistance matches you with a student in need of your assistance.

To schedule appointments or to volunteer, come to an LA learning lab or call Main Campus at 843.574.6409, Palmer Campus at 843.722.5516 or Berkeley Campus at 843.899.8079. All LA services are free of charge to currently enrolled TTC students.

Distance Learning Courses

Through the Distance Learning office, the college provides a number of distance learning courses delivered in a variety of ways, including Course in a Bag (video-, CD- and DVD-based), online courses, and mixed-mode courses. The Distance Learning Office is constantly exploring new and more efficient ways to make courses available to more people–courses with instruction not limited to specific times or places. Courses offered through Distance Learning are identified in the *On Course* schedule of classes published each term and are listed on the College's Web site under the TTC Course Schedule.

Learning Resources (Libraries)

Learning Resources Centers (LRCs), or libraries, are located on each TTC campus. The library Web site is the gateway to library resources and services, making them accessible on or off campus. Through the homepage you can access the online library catalog, electronic databases, tutorials, course-related resources, reserve items, research tips and

assistance. Computers are available at each campus library with the Acceptable Use Policy displayed by each workstation.

TTC's library collection supports all programs of study as well as the information needs of the college community. All three campus libraries share the collection which includes books, periodicals, e-books, electronic resources, videos and DVDs. The library is a teaching library with reference and research assistance readily available. From the library homepage you may take an online tour and an orientation to become more familiar with your library.

TTC's library is a member of the Charleston Area Library Consortium (CALC). Through the CALC membership, your valid TTC Student ID allows you to borrow books from Charleston-area college libraries or any state technical college library either directly or through our interlibrary loan service. You may also borrow materials from other college libraries throughout the state with a special borrowing card available through your library. All libraries have circulation policies and charge fines for material returned after the due date.

For more information call: Main Campus LRC 843.574.6095, Berkeley Campus LRC 843.899.8055, and Palmer Campus LRC 843.722.5540.

English Fluency Requirements for Faculty Employment

I. General Information

A. Purpose

These procedures were developed to comply with SBTCE policy 8-2-109.1 and the English Fluency in Higher Education Act of 1991. The purpose of these procedures is to define methods to ensure that all permanent and adjunct faculty whose first language is other than English and who teach one or more credit courses possess adequate proficiency in both the written and spoken English language and that an appropriate response be given to the student complaints regarding an instructor's English fluency.

B. Exclusions

This policy does not apply to the following instructional settings: continuing education courses; student participatory and activity courses such as clinics, studio and seminars; special arrangement courses; courses designed to be taught predominantly in a foreign language; and courses taught by visiting instructors.

II. Procedural Guidelines

A. Applicants for permanent and adjunct faculty vacancies will proceed through the college's normal screening process with assessment based on standard job-related criteria to include perceived written and oral communication abilities.

B. If an applicant becomes a finalist for a faculty position but his/her written or oral English proficiency is judged by the dean to require further evaluation, then the applicant will be referred to an English Fluency Evaluation Committee, hereafter referred to as the Committee. The Committee will ensure that an English fluency evaluation is made on the basis of the following criteria. The applicant will be evaluated by the Committee through the performance of the following minimum proficiency exercise:

1. Writing an analysis of at least 350 words in English of a scholarly paper written in English and related to the subject area.

2. Conducting an oral instructional presentation for a time period equivalent to a class period and related to the subject area. At least half of the presentation should use the lecture method.

C. The Committee will include representatives from the following:

One representative from the vice president for Academic Affairs office;
One representative from Developmental Studies Reading;
One representative from curriculum English;
One representative from Employee Relations.

The Committee will ensure that appropriate procedures are used to provide a favorable environment for the exercises, as well as controls and security to ensure that the exercises completed by the applicants are independent and original work. Candidates must be judged by Committee consensus as proficient in both exercises described in Section II.

D. Any grievances under this procedure are to be filed with the office of the vice president for Academic Affairs. When a student files a grievance regarding the English fluency of an instructor, the instructor will be referred within 10 working days to the English Fluency Evaluation Committee for a proficiency evaluation using procedures and methods described in Sections I and II.

E. An instructor who is judged proficient by the Committee will continue teaching assignments without any further action.

A permanent instructor judged deficient by the Committee will be given 120 calendar days to develop sufficient skill to be judged proficient by the Evaluation Committee. If during this time the instructor has not shown evidence of satisfactory progress in overcoming the deficiency, additional action up to and including termination may be taken. The process of notification of need for correction of the deficiency as well as the maximum time allowed for correction are defined specifically in TTC Policy 8-0-0, Faculty Performance Management System.

F. Any adjunct instructor judged deficient by the Committee may be immediately terminated.

G. The college's Human Resources office will annually report to SBTCE a recap of grievances filed by students under the provisions of this policy and any invocation of the fluency proficiency guidelines herein.

Confidentiality of Student Records

Annual Notice to Students

Trident Technical College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. This act provides ways to protect the privacy of education records, and to establish the right of students to inspect and to review their education records. Parents or guardians of dependent students may access their dependent student's records by completing a request form and providing appropriate documentation to verify the dependent status of the student to the office of the vice president for Student Services. The act provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act office.

Under the Act, Trident Technical College is allowed to publish the following designated student directory information relating to individual students: the student's name, address, telephone listing, e-mail address, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The college periodically updates student addresses for future contact purposes. Students wishing to restrict publication of their student directory information or opt out of address updates must notify the Registrar's office in writing.

Procedures to be used for compliance with the provision of the Act can be found in the Registrar's office and the Student Services office. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar's office and the Student Services office.

Transfer: State Policies and Procedures

Background

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education, operating through the Commission on Higher Education, shall develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the Commission, upon the advice of the Council of Presidents, established a Transfer Articulation Policy Committee composed of four-year institutions' vice presidents for academic affairs and the associate director for instruction of the State Board for Technical and Comprehensive Education. The principal outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995, were:

- An expanded list of 86 courses that will transfer to four-year public institutions of South Carolina from the two-year public institutions;
- A statewide policy document on good practices in transfer to be followed by all public institutions of higher education in the state of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the Commission;
- Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

In 1995 the General Assembly passed Act 137 which stipulated further that the South Carolina Commission on Higher Education notwithstanding any other provision of law to the contrary, shall have the following additional duties and functions with regard to the various public institutions of higher education. These duties and responsibilities include the Commission's responsibility to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools. This same provision is repeated in the legislation developed from the Report of the Joint Legislative Study Committee, which is now moving through the General Assembly during the 1996 session.

Act 137 directs the Commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Proposed procedures are listed below. Unless otherwise stated, these procedures shall become effective immediately upon approval by the Commission and shall be fully implemented, unless otherwise stated, by Sept. 1, 1997.

STATEWIDE ARTICULATION OF 86 COURSES

1. The Statewide Articulation Agreement of 86 courses already approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions (See Appendix A) shall be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have synonymous courses to ones on this list, it shall identify comparable courses or course categories for acceptance of general education courses on the statewide list.

ADMISSIONS CRITERIA, COURSE GRADES, GPAs, VALIDATIONS

2. All four-year public institutions shall issue annually in August a transfer guide covering at least the following items:
   A. The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
   B. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic course work taken elsewhere, for course work repeated due to failure, for course work taken at another institution while the student is academically suspended at his/her home institution, and so forth.
   C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
   D. Institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures shall describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; they shall also describe whether all course work taken prior to transfer or just course

work deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.

E. Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalencies (including free elective category) found on the home institution for the courses accepted.

F. Lists of all articulation agreements with any public South Carolina two-year institution or other institution of higher education, together with information about how interested parties can access these agreements.

G. Lists of the institution's transfer officer(s) personnel together with telephone and fax numbers and office address.

H. Institutional policies related to academic bankruptcy (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.

I. Residency requirements for the minimum number of hours required to be earned at the institution for the degree.

3. Course work (individual courses, transfer blocks, statewide agreements) covered within these procedures shall be transferable if the student has completed the course work with a C grade (2.0 on a 4.0 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made.

   A. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale shall apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.

   B. Any multi-campus institution or system shall certify by letter to the Commission that all course work at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.

4. Any course work (individual courses, transfer blocks, statewide agreements) covered within these procedures shall be transferable to any public institution without any additional fee and without any further encumbrance such as a validation examination, placement examination/instrument, verification instrument, or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

TRANSFER BLOCKS, STATEWIDE AGREEMENTS, COMPLETION OF THE AA/AS DEGREE

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina shall be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:

   - Arts, Humanities and Social Sciences: Established curriculum block of 46-48 semester hours
   - Business Administration: Established curriculum block of 46-51 semester hours
   - Engineering: Established curriculum block of 33 semester hours
   - Science and Mathematics: Established curriculum block of 51-53 semester hours
   - Teacher Education: Established curriculum block of 38-39 semester hours for Early Childhood, Elementary and Special Education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of course work.
   - Nursing: By statewide agreement, at least

60 semester hours shall be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League of Nursing and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed registered nurse.

6. Any unique academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above shall either create its own transfer block of 35 or more credit hours with the approval of CHE staff or shall adopt either the Arts, Social Sciences, Humanities or the Science and Mathematics block by September, 1996. The institution at which such program is located shall inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision.
7. Any student who has completed either an associate of arts or associate of science degree program at any public two-year South Carolina institution which contains within it the total course work found in either the Arts, Social Sciences and Humanities transfer block or the Math and Science transfer block shall automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. (Note: As agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits.)

RELATED REPORTS AND STATEWIDE DOCUMENTS

8. All applicable recommendations found in the Commission's report to the General Assembly on the School-to-Work Act (approved by the Commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of course work among two- and four-year institutions.
9. The policy paper entitled State Policy on Transfer and Articulation, as amended to reflect changes in the numbers of transfer blocks and other Commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred.

ASSURANCE OF QUALITY

10. All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's course work for transfer purposes shall be evaluated and appropriate measures shall be taken to reassure that the quality of the course work has been reviewed and approved on a timely basis by sending and receiving institutions alike. This process of formal review shall occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.

STATEWIDE PUBLICATION AND DISTRIBUTION OF INFORMATION ON TRANSFER

11. The staff of the Commission on Higher Education shall print and distribute copies of these Procedures upon their acceptance by the Commission. The staff also shall place this document and the Appendices on the Commission's homepage on the Internet under the title Transfer Policies.
12. By Sept. 1 of each year, all public four-year institutions shall provide to the staff of the Commission, in satisfactory format, a copy of their entire transfer guide for placing on the Commission's homepage on the Internet and on their own homepage on the Internet under the title Transfer Policies:
    A. Print a copy of this entire document (without appendices).
    B. Print a copy of their entire transfer guide.
13. By Sept. 1 of each year, the staff of the State Board for Technical and Comprehensive Education shall on its homepage on the Internet have a file of this document located under the title Transfer Policies:
    A. Print a copy of this document (without appendices).
    B. Provide to the Commission staff in format suitable for placing on the Commission's homepage on the Internet a list of all articulation agreements that each of the 16 technical colleges has with

public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.

14. Each two-year and four-year public institutional catalog shall contain a section entitled Transfer State Policies and Procedures. Such section at a minimum shall:
    A. Publish these procedures in their entirety (except Appendices).
    B. Designate a chief transfer officer at the institution who shall provide information and other appropriate support for students considering transfer and recent transfers. Serve as a clearinghouse for information on issues of transfer in the state of South Carolina. Provide definitive institutional rulings on transfer questions for the institution's students under these procedures. Work closely with feeder institutions to assure ease in transfer for their students.
    C. Designate other programmatic transfer officer(s) as the size of the institution and the variety of its programs might warrant.
    D. Refer interested parties to the institutional transfer guide.
    E. Refer interested parties to institutional and Commission on Higher Education's Web sites for further information regarding transfer.
15. In recognition of its widespread acceptance and use throughout the United States, SPEEDE/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.
16. In conjunction with the colleges and universities, develop and implement a statewide transfer equivalency database at the earliest opportunity.
    (As an electronic counseling guide, this computerized, online instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he/she is transferring.

DEVELOPMENT OF COMMON COURSE SYSTEM

17. Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina and the senior institutions.
18. Adopt common course titles and descriptions for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina and the senior institutions. The Commission will convene statewide disciplinary groups to engage in formal dialogue for these purposes.
    (A common course numbering system and common course titles and descriptions for lower-division course work at all public institutions in the state can help reduce confusion among students about the equivalency of their two-year course work with lower-division course work at the four-year level. To this end, a common system leaves no doubt about the comparability of content, credit and purpose among the lower-division courses at all public colleges and universities in South Carolina. It would also help eliminate institutional disagreement over the transferability of much lower-division course work, thus clearing a path for easier movement between the technical colleges and senior institutions.)
    For more information regarding transfer to four-year colleges and universities, contact Susan Norton, assistant vice president of academic programs, or visit TTC's Web site.

Public Safety Services

Public Safety Officers

TTC employs state constables who are trained and certified police officers for the state of South Carolina. The Public Safety officers enforce all federal, state and local laws as well as the policies and procedures of the College.

Public Safety Services

The Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act requires TTC to collect and report crime statistics for crimes committed on campus. These statistics are also required to be reported annually to the U.S. Department of Education, Office of Postsecondary Education (OPE) to assist students and their parents in researching criminal offenses on college campuses. Statistics for more than 6,000 colleges and universities in the United States can be accessed on OPE's Web site. The college policies and procedures relating to campus security and the annual crime statistics are published on TTC's Web site. Other Web sites containing crime information include:

- State of South Carolina Law Enforcement Division S.C. Sex Offenders Registry Web site
- Security on Campus Web site

While the college makes considerable efforts to ensure the safety and security of everyone on campus, it is your responsibility to take precautions to protect yourself. Whenever a threat to students is determined, timely notice will be made by college officials to help you become aware and protect yourself.

Law enforcement activities on campus are supplemented by mutual aid agreements with local police agencies. Think and practice crime prevention. Report any crimes or suspicious situations to Public Safety immediately by calling 843.574.6053 (6053 from a campus phone).

Escorts to Your Car

If you would like an escort from class to your car, call the Public Safety office at 843.574.6053 or contact an officer on campus. (Other priorities may prevent an officer from escorting you at a specified time, so please be patient.)

Motorist Assistance

For assistance with dead batteries, keys locked inside vehicles and flat tires, call the Public Safety office. You are required to sign a release before officers can provide assistance. For other mechanical problems, the Public Safety office will help you locate an appropriate service agency.

Emergency Messages

If you need to be contacted because of a medical emergency or death in the family while you are on campus, your family can call the Public Safety office at 843.574.6053, and Public Safety will attempt to locate you in your class to relay the message. Please understand this service is only for major emergencies. The college is unable to relay messages for other problems.

Emergency Telephones

The College has automatic dial emergency phones located in the parking lots of Main, Berkeley and Palmer campuses. These phones provide a direct connection to the college's Public Safety office. See campus maps for locations of emergency phones.

Fire Drills

Unannounced fire drills are conducted on a periodic basis. Faculty members are responsible for monitoring and coordinating the safe evacuation of students during drills or actual emergencies. You should take your purse, book bag and any other personal belongings without delay when evacuating in case return to the building is not possible. You are to assemble at least 150 feet from buildings and are not to reenter buildings unless instructed by Public Safety or other college officials.

Bicycles

Bicycle racks are provided on Main Campus at: Student Center (Bldg. 410, north side), Industrial and Engineering Technology building (Bldg. 700, front), Health Sciences building (Bldg. 630, front), breezeway between the General Education and Math and Science buildings (Bldgs. 100/300), General Education building (Bldg. 100, outside Public Safety), and Math and Science building (Bldg. 300, rear,) near the Learning Resources Center (Bldg. 510) and at Palmer Campus.

Bikes may not be taken into buildings or parked where they may become a safety hazard. Please use the bicycle racks and lock your bike.

Theft of Personal Property

Any article left unattended in a public place is subject to theft. Any article of value should be kept with you or secured in your vehicle out of plain view. Book theft is a common problem on all college campuses. Mark your books with some form of identification. Keep books with you, and do not leave them unattended in public places. If you do have a book stolen, report it to Public Safety immediately.

First Aid

Public Safety provides First Aid for you while on campus. All injuries should be reported to Public Safety immediately. If further medical assistance is needed, Public Safety will notify EMS.

Special Medical Attention

If you want to notify the college about any special medical conditions or important information in a medical emergency, you can fill out a Special Medical Attention form available in the Public Safety office. This information is kept confidential to Public Safety, EMS and medical personnel.

Safety Hazards

All safety hazards should be reported immediately to Public Safety. Skateboards, roller skates and inline skates are prohibited in buildings and parking lots.

Disruption of Academic Process

Any disturbance that may hinder the educational programs provided by TTC is in violation of South Carolina law (Statute 16-17-420).

Emergencies

When calling for emergency response, please make sure you provide Public Safety with as much information as possible – nature of emergency, exact location and description of person involved – so that help can respond quickly.

Lost and Found

If you find any items that have been misplaced or forgotten, bring them to the Public Safety office. If you have lost any books or personal belongings, check with Public Safety to see if they have been found. Items will be held for 90 days.

Emergency Alert System (EAS)

TTC's Emergency Alert System (EAS) is used to communicate vital information to students, faculty and staff as quickly and efficiently as possible during a crisis.

The Emergency Alert System (EAS) includes the following notification components:

1. EAS Mobile: Text and/or voice messages sent to a student's mobile device/cell phone. Voice messages can also be sent to designated landline telephones. (Students must opt in through the CampusCruiser CruiserAlert system to receive messages.)
2. EAS E-mail: E-mail alerts sent to students via CampusCruiser e-mail system and personal e-mail accounts. (Students must opt in through the CampusCruiser CruiserAlert system to have e-mails sent to a personal e-mail account.)
3. EAS Campus: Audible and/or text alerts sent to campus telephones located in classrooms, hallways and offices.
4. EAS Web: Alerts posted on TTC's Web site (www.tridenttech.edu) and on TTC's CampusCruiser page.
5. EAS InfoLine: Recorded message alerts accessed by calling 843.574.6262, ext. 9091. A toll-free InfoLine, 877.869.7736, is activated when conditions warrant.
6. EAS Media: Alerts sent to local media outlets (radio, television, newspaper).

Quick Reference – TTC Public Safety
Emergencies: 843.574.6911 (6911 from a campus phone)
Non-emergencies: 843.574.6053
www.tridenttech.edu/publicsafety.htm

Personal Attitudes and Behavior

You are expected to behave in ways that do not infringe upon the rights of others. This includes showing responsibility and respect regarding eating, electronic devices and dress. You are expected to adhere to the TTC Creed and guidelines for the student lounge listed in the College's Student Handbook/Planner.

Alcohol and Drugs

The sale, possession or consumption of alcoholic beverages and/or controlled substances is specifically prohibited. For details read the Student Code in the college's *Student Handbook and Planner*. Violators are subject to arrest and college disciplinary action.

Classroom Policies

To minimize classroom disruptions and protect the integrity of test-taking situations, activated electronic communications devices such as pagers and telephones generally are not permitted in TTC classrooms. The only exception to this policy will be for on-call emergency personnel (police, fire, EMS) who are required to notify their classroom instructor of their need for such devices at the beginning of the semester and provide documentation verifying their occupation. However, on-call emergency personnel may not leave a testing situation, communicate by electronic means and return to complete an examination. In these cases, instructors should make arrangements for retesting. Eating in classrooms and labs is not permitted. Students may bring drinks into classrooms (not labs) as long as they are in containers with secure lids, such as screw tops or stopper tops.

Smoking

TTC promotes a safe, healthy environment on all its campuses and prohibits smoking inside and at all entrances to all college facilities. Smokers are expected to smoke in designated areas and discard cigarettes in ash urns provided at each building on campus.

Restricted Areas

Smoking is prohibited at the entrances to and inside all college buildings.

College/State Vehicles

Smoking is prohibited in state vehicles.

Monitoring No-Smoking Regulations

Public Safety will advise individuals who are not in compliance with the college's no-smoking procedure of the outdoor smoking areas.

Any disruptions related to the smoking regulations should be reported immediately to Public Safety. If student disruptions warrant further investigation, Public Safety will report these disruptions to the vice president for Student Services for possible disciplinary action.

In addition, South Carolina's Clean Indoor Air Act of 1990 cites violation of the act as a misdemeanor that, upon conviction, results in a fine of not less than $10 nor more than $25 (plus court costs). The issuance of a citation is at the discretion of the Public Safety office.

Firearms Prohibited

In an effort to ensure a safe and secure environment for all members of the campus community, firearms are not allowed in any building, premises or property owned, operated or controlled by TTC except where allowed by law for law enforcement or military purposes. Persons holding concealed weapon permits under the Law Abiding Citizens Self-Defense Act of 1996 are prohibited from carrying firearms onto TTC. This applies to any firearm or replica of a firearm in an assembled or unassembled condition. Anyone who violates this policy is in violation of Section 16-23-420 of the S.C. Code of Laws as amended and is subject to arrest and criminal prosecution with a minimum penalty of a $5,000 fine or five years imprisonment or both.

Motor Vehicle Registration and Traffic Regulations

All students operating vehicles on campus must obtain a parking decal. Parking decals are available in the Business office on Main Campus, and in the Admissions offices on Berkeley and Palmer campuses. Decals are to be placed on the rear window, driver's side of the vehicle.

You are required to obey all South Carolina traffic and seat belt laws while operating a vehicle on campus. The speed limit on all campuses is 15 miles per hour. Parking violations can result in the issuance of a parking citation. S.C. Uniform Traffic citations also may be issued for traffic and related violations. All traffic accidents should be reported to Public Safety immediately.

Disabled Parking Decals

To legally park in a TTC disabled parking space, a vehicle must properly display a S.C. disabled parking placard and must be used in the transport of

the permit holder. Faculty, staff and students with temporary disabilities, requiring the use of a TTC disabled parking space, should contact Services for Students with Disabilities through Counseling and Career Development Services at Main Campus or the Student Success Centers at Berkeley and Palmer campuses. A temporary TTC decal allowing temporary disabled parking privileges on TTC campuses may be obtained with proper documentation. When specific spaces for disabled parking are all occupied, parking in the nearest available space is authorized to include faculty/staff parking.

Children

Children cannot be taken to Testing Services while a parent/guardian takes a test. Children cannot be taken to the Learning Center while a parent/guardian has a tutoring session or uses Learning Assistance media. Children may not be taken into classes or computer labs. Children may not be taken into any TTC library or lab while the parent/guardian is studying or using library or lab resources. They are not to be left unattended in any TTC library while parents are in class or involved in other activities. Unattended children are not permitted on campus and will be referred to the S.C. Department of Social Services.

Animals

Animals, except for animals trained to assist the disabled and Veterinary Technology program animals, are not allowed on the premises or property of TTC.

Sexual Assault (Forcible and Nonforcible Sex Offenses)

Sexual assault, sexual battery and related sexual offenses are not only criminal violations, but also conduct prohibited by the college. Sexual battery/assault is defined as any actual or attempted nonconsensual or forcible sexual act: sexual intercourse, cunnilingus, fellatio, anal intercourse or any intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body. The inability to provide consent may be determined by the person's age, mental or physical incapacity, intoxication (drugs and/or alcohol) or other valid reasons.

Preventing Sexual Assaults on Campus

To increase awareness and educate students, faculty and staff on ways to prevent sexual crimes on campus, the college offers sexual assault prevention programs through the assistance of outside agencies such as People Against Rape. Anyone can become a victim of sexual assault, especially on college campuses where acquaintance rape is prevalent.

If You Are Sexually Assaulted

1. Go to a safe place.
2. Notify the police. Reporting the crime does not obligate you to file charges or testify in court. However, a report of the incident and any evidence collected may provide successful legal action if you decide to pursue criminal charges at a later date. The information you provide may also prevent someone else from becoming a victim and it may help toward regaining your sense of personal control.
   a. On Campus: Call Public Safety immediately at 843.574.6911 from an outside telephone; 6911 from a campus telephone; or by activating an emergency call box.
   b. Off Campus: Call local police immediately by dialing 911 or their local number.

   Provide the following information:
   - Your name
   - Your exact location and the location of the incident
   - The phone number from where you are calling
   - Description of injuries, if any
   - Immediate details of the incident (where it occurred, how long ago)
   - Information about the accused (name, whether or not if accused is present, physical description, clothing description, direction of flight, description of vehicle, etc.)
3. Preserve all physical evidence that may be present. Do not shower, bathe, douche or urinate. Do not eat, drink, smoke, rinse your mouth or brush your teeth. Do not change clothes if it can be avoided. If changing clothes is necessary, secure your changed clothes inside a paper bag, not plastic. Do not disturb the crime scene(s).
4. Obtain medical assistance. Even if you choose not to prosecute or report the assault, you are

strongly encouraged to go through the rape protocol exam for medical attention and for the purpose of preserving important physical evidence of the assault. The rape protocol exam should be done as soon as possible. Physical evidence can be obtained up to 72 hours after the assault; however, as time passes, the quality of the evidence diminishes. To contact an agency to perform a rape protocol exam:

On Campus: Call Public Safety immediately at 843.574.6911 from an outside telephone; 6911 from a campus telephone; or by activating an emergency call box.

Off Campus: Call local emergency medical service immediately by dialing 911 or their local number. You can also report in person to any local area hospital emergency room.

5. Contact a family member or friend to be with you.

Reporting to Public Safety

1. Public Safety will respond to your location on campus, ensure that you are safe and provide you with emergency medical assistance.
2. Public Safety will ask you questions about the assault (location and time of the assault, a description of the accused, etc.). If you request to speak to a male or female officer, Public Safety will make every reasonable effort to accommodate your request, to include contacting another law enforcement agency having concurrent jurisdiction. Local law enforcement may become involved depending on the circumstances surrounding the incident. A family member, friend or counselor may be with you during the interview.
3. Public Safety will protect the crime scene, contact local law enforcement as may become necessary and assist in the collection and preservation of evidence.
4. Public Safety will make contact with and escort you to an appropriate medical facility such as the Medical University of South Carolina.
5. Public Safety and TTC's Counseling Services will contact other assistance agencies (People Against Rape, Solicitor's Office Victims/Witness Program, etc.) on your behalf. The Victims/Witness coordinator from the Solicitor's office will help you file any documents related to the S.C. Victim's Compensation Fund.
6. Public Safety will treat you and your case with sensitivity, understanding and professionalism regardless of your gender or the gender of the accused. Public Safety officers will not prejudge you or blame you for what occurred.
7. Public Safety will NOT release your name to the public or the press.
8. Public Safety will continue to be available to you, answer your questions and explain the system and processes involved (solicitor, courts, etc.).
9. Public Safety will professionally investigate your case, which may lead to the arrest and prosecution of the accused. You will be kept up-to-date on the progress of the investigation and/or prosecution.

How the College Can Help

1. The college's Counseling office will offer emotional support and refer you to community resources for victims of sexual assault.
2. The college will also change your academic situation if changes are requested and reasonably available.
3. The vice president for Student Services will initiate disciplinary proceedings when a student is accused of a sexual assault on campus. Both the accuser and the accused are entitled to due process as outlined in the college's *Student Handbook and Planner*, and both will be notified of the outcome of any disciplinary proceeding. Specific disciplinary sanctions are also outlined in the College's Student Handbook/Planner.

The South Carolina Sex Offenders Registry is available on the Internet via the South Carolina Law Enforcement Division (SLED) Web site.

Emergency Numbers*

Public Safety

Off Campus	843.574.6911
On Campus	6911

	Police/Fire/EMS	Nonemergency
City of North Chas. Police	911	740.2800
Berkeley Co. Sheriff	911	577.9562
City of Chas. Police	911	577.7074
Charleston Co. Sheriff	911	202.1700
Summerville Police	911	871.2463

* When calling from any campus you must first dial 9 to get an outside line. Calls to 911 from campus phones will automatically notify Public Safety first for quicker response.

Note: Long distance calls require the 843 area code to be dialed before dialing numbers other than 911.

Sexual Harassment Procedure

Trident Technical College strives to maintain an academic and work environment that protects the dignity and promotes the mutual respect of all students and employees of the college.

Sexual harassment of students or employees will not be tolerated. Unwelcome sexual advances, requests for sexual favors, verbal or written communications, gestures or physical contacts of a sexual nature unsolicited and/or unwelcome will be considered sexual harassment in violation of Title VII of the Civil Rights Act of 1964. The college is fully committed to the prevention and elimination of sexual harassment and has procedures for handling allegations of sexual harassment.

Sexual harassment takes many forms, from continuous joking to physical assault. It may involve threats that you will fail in class or lose your job. It may make your study or work environment uncomfortable through continued sexual comments, suggestions or pressures. It may include:

- Sexually-oriented verbal kidding or abuse including derogatory or degrading gender references such as whistling, catcalls or sexual remarks or jokes.
- Subtle or overt pressure for sexual activity.
- Physical contact such as patting, pinching or constant brushing against another's body.

TTC's policy 8-2-0 and procedure 8-2-1, both titled Sexual Harassment and Related Unprofessional Conduct, are available for review in the campus libraries and in the offices of vice presidents, deans and directors. Also, the following faculty and staff can provide you with copies. They have been designated as contacts to help students, faculty and staff with sexual harassment concerns. These employees are here to help you.

Sexual Harassment Contact List

The following faculty and staff members have been designated as contacts to help students, faculty and staff with sexual harassment concerns. These employees are here to help you.

Vincent Ashby
Palmer Campus
Room 226H
843.722.5519

Yolanda Bland
Main Campus
Bldg. 920/Room 211CC
843.574.6258

Dana Coombs
Berkeley Campus
Room 128
843.899.8038

Leigh Fickling
Main Campus
Student Center
Bldg. 410/Room 210
843.574.6246

Deborah Freel
Main Campus
Student Center
Bldg. 410/Room 210
843.574.6013

Mary Edwards
Main Campus
Student Center
Bldg. 410/Room 210G
843.574.6134

Phyllis Holmes
Palmer Campus
Room 127A
843.722.5558

Muriel Horton
Main Campus
Bldg. 630/206A
843.574.6138

John Jamrogowicz
Main Campus
Bldg. 410/Room 210E
843.574.6136

Pierrette Kessock
Main Campus
Professional Development Office
Bldg. 910/Room 110
843.574.6304

Vikki Lane
Berkeley Campus
Room 178
843.899.8008

Pamela Middleton
Main Campus
Student Center
Bldg. 410/Room 210D
843.574.6303

Daryl Milligan
Main Campus
Bldg. 200/Room 204
843.574.6354

Judd Morrison
Palmer Campus
Room 156
843.722.5530

Jim Orgel
Main Campus
Student Center
Bldg. 410/Room 210
843.574.6362

Ruth Ott
Berkeley Campus
Room 125B
843.899.8050

Noelle Parris
Main Campus
General Education Building
Bldg. 100/Room 222
843.574.6056

Carrie Thompson
Main Campus
Bldg. 900/Room 117
843.574.6610

Patricia Vierthaler
Main Campus
Bldg. 510/Room 157
843.574.6094

DeVetta Williams Hughes
Main Campus
Administrative Building
Bldg. 900/Room 105
843.574.6199

PROGRAMS

Associate Degree Programs

(Two-Year Programs)

TTC is authorized by the State Board for Technical and Comprehensive Education to offer three degrees. Students who meet requirements for multiple majors within one or more degree-granting areas will receive a diploma for each major. Students who complete multiple career paths within a single major will receive a single diploma for that major. The degrees and majors are as follows:

Associate in Arts *(two-year program)*

Associate in Science *(two-year program)*

Associate in Applied Science *(two-year programs)*

Accounting
Administrative Office Technology
Aircraft Maintenance Technology
Civil Engineering Technology
Commercial Graphics
Computer Technology
Criminal Justice
Culinary Arts Technology
Dental Hygiene
Early Care and Education
Electronics Engineering Technology
Emergency Medical Technology (Paramedic)
General Business
General Technology
Horticulture Technology
Hospitality and Tourism Management
Human Services
Management
Mechanical Engineering Technology
Medical Laboratory Technology
Nursing (ADN)
Occupational Therapy Assistant
Paralegal
Physical Therapist Assistant
Radio and Television Broadcasting
Radiologic Technology
Respiratory Care
Telecommunications Systems Management
Veterinary Technology

Diploma Programs *(one-year programs)*

Cosmetology
Early Childhood Development
Expanded Duty Dental Assisting
Medical Assisting
Ophthalmic Clinical Assistant
Pharmacy Technician
Practical Nursing (PN)

Certificates *(program length varies)*

A+/Network+ Technician
Addictions/Substance Abuse
Advanced Baking and Pastry
Advanced Beverage Service Management
Advanced Computer Animation
Advanced Culinary Arts
Advanced Film Production
Air Conditioning/Refrigeration: Beginning
Air Conditioning/Refrigeration: Advanced
Air Conditioning/Refrigeration Mechanics
Aircraft Assembly Technology
Aircraft Maintenance Airframe
Aircraft Maintenance General
Aircraft Maintenance Powerplant
Allied Health Preparation
Architectural Design Graphics I
Architectural Design Graphics II
Art Foundations
Automatic Transmission Repair Specialist
Automotive Brakes and Alignment Specialist
Automotive Engine Performance Specialist
Automotive Engine Repair Specialist
Automotive Servicing
Baking and Pastry
Basic Construction Trades
Basic Electronic Journeyman I
Basic Industrial Work Skills
Bookkeeping
Business Information Systems
Certificates in Transfer Engineering
- Civil Engineering Transfer – The Citadel
- Electrical Engineering Transfer – The Citadel
- Chemical Engineering Transfer – University of South Carolina
- Civil/Mechanical Engineering Transfer – University of South Carolina
- Electrical Engineering Transfer – University of South Carolina

Child Care Management
Cisco Certified Network Associate
Cisco Certified Network Professional
Computer Aided Design I
Computer Aided Design II

Computer Animation
Computer Game Design
Computer Graphics
Computer Network Technician
Computer Numerical Control Operations
Construction Management
Corporate Quality
Cosmetology
Criminal Justice: Corrections
Criminal Justice: Crime Scene Investigation
Criminal Justice: Law Enforcement
Culinary Arts
Customer Service
Database
Developmental Disabilities
Digital Photography
e-Commerce
Early Childhood Development
Early Childhood Special Education
Electrical Line Worker – Advanced
Electrical Line Worker – Third Class
Electrician: Automated Controls
Electrician: Construction
Electrician: Industrial
Emergency Management and Protection
Engineering Design Graphics
Esthetics
Event Management
Family Intervention Studies
Filmmaking
Film Production
Food and Beverage Operations
Food Service Specialist
Gerontology
Golf Course Maintenance
Hotel Operations
Human Services Generalist
Illustration
Industrial Maintenance
Industrial Mechanic
Infant and Toddler Development
International Business
Internet Programming
Landscape Design
Landscape Management
Leadership Development
Machine Tool Technology
Massage Therapy
Medical Office Specialist
Medical Record Coder
Medical Transcriptionist
Microcomputer Business Applications
Microcomputer Expert User
Microcomputer Programming
Microsoft Network Operations
Multimedia Design
Nail Technology
Network Security
Non-Linear Film Editing
Nursing Assistant
Paralegal
Pharmacy Technician
Photography
Pre-Nursing
Professional Accountancy
Radio Production
School-Age and Youth Development
Small Business/Entrepreneurship
Surveying
Transportation and Logistics
UNIX Systems Operation
Web Site Design
Welding Gas Metal Arc and Flux Cored Arc
Welding Gas Metal Arc and Flux Cored Arc Advanced
Welding Gas Tungsten Arc
Welding Gas Tungsten Arc Advanced
Welding Shielded Metal Arc
Welding Shielded Metal Arc Advanced
Woodworking

Associate Degree Competencies/Core Curriculum

Associate Degree Requirements

Every associate degree at Trident Technical College is designed to promote the success of our graduates, whether in their careers or in their next academic programs. In support of that goal, associate degree programs include general education courses, major courses and courses that give students training in technology.

Technology Requirement

Associate degree programs will include at least one course that ensures that each graduate has had access to and training in computer technology appropriate to his or her career field.

General Education Core Curriculum Requirements

Rationale

TTC's general education core curriculum is derived from the belief that effective communication and critical thinking are essential competencies of the workplace and provide the necessary foundation for lifelong learning. To foster development of these essential competencies, the core curriculum provides associate degree students with a broad base of knowledge and exposure to the perspectives and methodologies of various disciplines.

General Education Competencies

Effective Communication: The ability to communicate clearly and coherently in standard English

Critical Thinking: The ability to evaluate concepts and information and draw clear, logical conclusions based on evidence

General Education Requirements

To graduate with an associate degree, candidates must meet the requirements of the core curriculum as specified in their program. All programs identify core courses from each of the following categories for a minimum of 15 hours of general education.

1. Communication

ENG 101	English Composition I	3
SPC 205	Public Speaking	3
SPC 209	Interpersonal Communication	3

2. Humanities

ART 101	Art History and Appreciation	3
ART 105	Film as Art	3
ART 107	History of Early Western Art	3
ART 108	History of Western Art	3
ENG 201	American Literature I	3
ENG 202	American Literature II	3
ENG 203	American Literature Survey	3
ENG 205	English Literature I	3
ENG 206	English Literature II	3
ENG 208	World Literature I	3
ENG 209	World Literature II	3
HIS 101	Western Civilization to 1689	3
HIS 102	Western Civilization Post 1689	3
HIS 104	World History I	3
HIS 105	World History II	3
HIS 201	American History: Discovery to 1877	3
HIS 202	American History: 1877 to Present	3
HSS 201	Issues in Humanities	3
IDS 201	Leadership Development	3
MUS 105	Music Appreciation	3
PHI 101	Introduction to Philosophy	3
PHI 110	Ethics	3
REL 101	Introduction to Religion	3
THE 101	Introduction to Theater	3

3. Behavioral/Social Sciences

ANT 101	General Anthropology	3
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
GEO 102	World Geography	3
PSC 201	American Government	3
PSC 215	State and Local Government	3
PSC 220	Introduction to International Relations	3
PSY 201	General Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Marriage and the Family	3
SOC 205	Social Problems	3
SOC 210	Juvenile Delinquency	3
SOC 230	Introduction to Gerontology	3

4. Mathematics/Natural Sciences

AST 101	Solar System Astronomy	4
BIO 101	Biological Science I	4
BIO 210	Anatomy and Physiology I	4
CHM 105	General Organic and Biochemistry	4
CHM 106	Contemporary Chemistry I	4
CHM 110	College Chemistry I	4
MAT 109	College Algebra with Modeling	3
MAT 110	College Algebra	3
MAT 112	Precalculus	5
MAT 120	Probability and Statistics	3
MAT 130	Elementary Calculus	3
MAT 140	Analytic Geometry and Calculus I	4
MAT 155	Contemporary Mathematics	3
MAT 170	Algebra, Geometry and Trigonometry I	3
PHY 201	Physics I	4
PHY 221	University Physics I	4

5. Other (includes all courses listed above and the following)

AST 102	Stellar Astronomy	4
BIO 102	Biological Science II	4
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4
CHM 107	Contemporary Chemistry II	4
CHM 111	College Chemistry II	4
CPT 101	Introduction to Computers	3
CPT 102	Basic Computer Concepts	3
ENG 102	English Composition II	3
ENG 260	Advanced Technical Communications	3
FRE 101	Elementary French I	4
GER 101	Elementary German I	3
JOU 101	Introduction to Journalism	3
MAT 111	College Trigonometry	3
MAT 141	Analytic Geometry and Calculus II	4
PHY 202	Physics II	4
PHY 222	University Physics II	4
PSY 203	Human Growth and Development	3
PSY 212	Abnormal Psychology	3
SPA 101	Elementary Spanish I	4
SPC 225	Introduction to Communication Theory	3

Note: No course can count in more than one category.

Note

Candidates for certificate and diploma programs may substitute transfer-level English or math courses for those required by their programs with departmental approval.

Program Exit Examination

Associate degree programs may require applicants for graduation to complete a nonpunitive exit examination. Students required to take an examination will be notified by mail.

College Policies

Any exceptions to the academic guidelines contained in this Catalog will be at the discretion of the vice president for Academic Affairs.

University Transfer Programs

Trident Technical College provides many opportunities for students who plan to transfer to four-year colleges or universities. TTC students can transfer successfully to public and private institutions both within South Carolina and across the United States if they choose courses carefully.

Transfer students can tailor their TTC course work to the requirements of the four-year college or university they have chosen. Those requirements vary considerably from college to college and even among majors at a single college. Planning an effective sequence of classes requires careful consideration of points such as these:

- Only the college to which the student is transferring can determine which credits will be accepted to meet specific requirements. Students should consult a catalog or Web site from their prospective four-year college and, if possible, consult someone at the four-year college for specific transfer advice before meeting with a TTC advisor.
- All public and many private four-year institutions in South Carolina maintain transfer agreements with TTC, which can serve as a guide for selecting courses. In addition, transfer advisors can help students choose appropriate transfer courses.
- Most courses with a final grade of less than C will not transfer to four-year colleges.
- The GPA required for transfer admission varies from college to college.

- Not all colleges calculate GPA by the same method.
- For more information on transfer policies and GPA, see Regulations and Procedures for Transfer in Public Two-Year and Public Four-Year Institutions in South Carolinas Mandated by Act 137 of 1995.

For information about TTC's transfer programs call the following offices or see transfer information in the appropriate divisional section.

General Transfer	Division	Phone	
Associate in Arts	Humanities and Social Sciences	843.574.6034	for students who want to take courses at TTC leading to bachelor's degrees in such fields as business administration, communication, education, psychology, history, government, English and other humanities, fine arts and social sciences
Associate in Science	Science and Mathematics	843.574.6015	for students who want to take courses at TTC leading to bachelor's degrees in such fields as science, engineering and health-related fields

Specialty Transfer Programs	Division	Phone	
Business	Humanities and Social Sciences	843.574.6034	B.S. in Business Administration – The Citadel
Engineering	Engineering Technology	843.574.6156	2+2 agreement for B.S. in Civil Engineering – The Citadel 2+2 agreement for B.S. in Electrical Engineering – The Citadel B.S. in Chemical Engineering – USC B.S. in Civil/Mechanical Engineering – USC B.S. in Electrical and Computer Engineering – USC

Note: These specialty transfer programs may not result in an associate degree. In some cases, the programs require more hours for graduation than financial aid will cover. See an advisor as early as possible for details. For more information regarding transfer to four-year colleges and universities, contact Susan Norton, assistant vice president of academic programs, or visit TTC's Web site. See the Commission on Higher Education document Transfer: State Policies and Procedures.

Aeronautical Studies

Overview

TTC's Division of Aeronautical Studies is designed to satisfy the need for trained aerospace workers in the fields of aircraft maintenance and aircraft manufacturing.

Classes for the Aircraft Maintenance programs are offered only at the Berkeley Campus and are designed to lead towards Federal Aviation Administration licensing or certification for airframe and powerplant. This program offers both an associate degree and certificates in aircraft maintenance leading to FAA airframe and powerplant mechanic certification. Classes for the Aircraft Assembly program are offered at the Main Campus as a two-semester certificate program. Students may enter either program at the start of any semester.

General Information

As with all TTC programs, students interested in Aeronautical Studies programs should consult with a faculty advisor to discuss program requirements, class times and frequency of offerings. For more information, call 843.574.6796.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Programs of Study

Associate Degree Programs
Aircraft Maintenance Technology

Certificate Programs
Aircraft Assembly Technology
Aircraft Maintenance Airframe
Aircraft Maintenance General
Aircraft Maintenance Powerplant

Aircraft Maintenance Technology

Associate in Applied Science
Credit Requirements: 92 Semester Credit Hours
Day

The Aircraft Maintenance Technology program prepares students to sit for the certification exam of the Federal Aviation Administration as airframe and/or powerplant technicians. Students also are prepared for employment repairing aircraft, engines and related systems with airlines, government agencies, aircraft manufacturers and aircraft service companies. Opportunities for career advancement include lead technician, authorized inspector, shop supervisor, maintenance director or business owner. The program is licensed by the Federal Aviation Administration.

For entry into this program the student must be a high school graduate or possess a GED and take TTC's placement test or meet the College's SAT or ACT requirements.

Recommended Sequence of Courses

First Semester – Fall

ACM 101	General Regulations	2
ACM 102	Aviation Sciences	3
ACM 105	Basic Aircraft Electricity	4
ACM 110	Aircraft Drawings	1
ACM 115	Ground Handling and Servicing	3
ACM 120	Materials and Corrosion Control	4
		Total 17

Second Semester – Spring

ACM 114	Fluid Lines and Fittings	1
ACM 125	Wood Structures, Coverings and Finishes	2
ACM 135	Sheet Metal and Non-metallic Structures	4
ACM 145	Aircraft Welding	2
ACM 165	Hydraulic and Pneumatic Systems	3
CPT 101	Introduction to Computers	3
		Total 15

Third Semester – Summer

ACM 150	Assembly and Rigging	3
ACM 155	Aircraft Environmental Systems	3
ACM 160	Utility and Warning Systems	3
ACM 167	Landing Gear Systems	3
HSS 201	Issues in Humanities	3
		Total 15

Fourth Semester – Fall

ACM 170	Aircraft Electrical Systems	4
ACM 172	Aircraft Fuel Systems	1
ACM 174	Airframe Inspection	1
ACM 201	Lubricating Systems	2
ACM 205	Ignition and Starting Systems	3
ACM 245	Powerplant Fuel Systems	4
MAT 155	Contemporary Mathematics	3
		Total 18

Fifth Semester – Spring

ACM 220	Turbine Engines	3
ACM 234	Propellers and Components	4
ACM 240	Engine Electrical Instrumentation and Fire Protection	3
ACM 250	Induction Cooling and Exhaust	3
PSY 201	General Psychology	3
		Total 16

Sixth Semester – Summer

ACM 210	Reciprocating Engine Overhaul	4
ACM 212	Engine Installation	3
ACM 226	Engine Inspection	1
ENG 101	English Composition I	3
		Total 11

Aircraft Assembly Technology

Certificate in Applied Science
Credit Requirements: 26 Semester Credit Hours

This program prepares students for employment in the aviation manufacturing field by providing instruction in the basic theory of aircraft design and construction, aircraft materials, and tools utilized in aircraft assembly.

Admission into this program requires qualifying scores on SAT, ACT or the TTC placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester

AMF 103	Introduction to Aviation	3
AMF 104	Basic Aviation Sciences	3
AMF 109	Aircraft Materials and Hand Tools	3
AMF 110	Corrosion Control and Sealing Applications	2
AMF 116	Aircraft Fluid Lines	2
		Total 13

Second Semester

AMF 132	Aircraft Sheet Metal Assembly	3
AMF 137	Aircraft Composite Structures	3
AMF 142	Aircraft Auxiliary Systems	2
AMF 147	Aviation Electrical Systems	3
AMF 152	Aircraft Flight Control Systems	2
		Total 13

Aircraft Maintenance Airframe

Certificate in Applied Science
Credit Requirements: 29 Semester Credit Hours

This certificate, along with the General and Powerplant certificates, prepares the student to sit for the certification exams required by the Federal Aviation Administration to become certified airframe and powerplant maintenance technicians. Students are prepared for employment repairing aircraft, engines and related systems with airlines, government agencies, aircraft manufacturers and aircraft service companies.

For admission into this program the student must be a high school graduate or possess a GED and take TTC's placement test or meet the College's SAT or ACT requirements.

Recommended Sequence of Courses
First Semester – Spring

ACM 125	Wood Structures, Coverings and Finishes	2
ACM 135	Sheet Metal and Non-metallic Structures	4
ACM 145	Aircraft Welding	2
ACM 165	Hydraulic and Pneumatic Systems	3
		Total 11

Second Semester – Summer

ACM 150	Assembly and Rigging	3
ACM 155	Aircraft Environmental Systems	3
ACM 160	Utility and Warning Systems	3
ACM 167	Landing Gear Systems	3
		Total 12

Third Semester – Fall

ACM 170	Aircraft Electrical Systems	4
ACM 172	Aircraft Fuel Systems	1
ACM 174	Airframe Inspection	1
		Total 6

Aircraft Maintenance General

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

This certificate, along with the Airframe and Powerplant certificates, prepares the student to sit for the certification exams required by the Federal Aviation Administration to become certified airframe and powerplant maintenance technicians. Students are prepared for employment repairing aircraft, engines and related systems with airlines, government agencies, aircraft manufacturers and aircraft service companies.

For admission into this program the student must be a high school graduate or possess a GED and take TTC's placement test or meet the college's SAT or ACT requirements.

Recommended Sequence of Courses
First Semester – Fall

ACM 101	General Regulations	2
ACM 102	Aviation Sciences	3
ACM 105	Basic Aircraft Electricity	4
ACM 110	Aircraft Drawings	1
ACM 115	Ground Handling and Servicing	3
ACM 120	Materials and Corrosion Control	4
		Total 17

Second Semester – Spring

ACM 114	Fluid Lines and Fittings	1
		Total 1

Aircraft Maintenance Powerplant

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours

This certificate, along with the General and Airframe certificates, prepares the student to sit for the certification exams required by the Federal Aviation Administration to become certified airframe and powerplant maintenance technicians. Students are prepared for employment repairing aircraft, engines and related systems with airlines, government agencies, aircraft manufacturers and aircraft service companies.

For admission into this program the student must be a high school graduate or possess a GED and take TTC's placement test or meet the College's SAT or ACT requirements.

Recommended Sequence of Courses
First Semester – Fall

ACM 201	Lubricating Systems	2
ACM 205	Ignition and Starting Systems	3
ACM 245	Powerplant Fuel Systems	4
		Total 9

Second Semester – Spring

ACM 220	Turbine Engines	3
ACM 234	Propellers and Components	4
ACM 240	Engine Electrical Instrumentation and Fire Protection	3
ACM 250	Induction Cooling and Exhaust	3
		Total 13

Third Semester – Summer

ACM 210	Reciprocating Engine Overhaul	4
ACM 212	Engine Installation	3
ACM 226	Engine Inspection	1
		Total 8

Allied Health Sciences

Overview

To meet the ever-expanding demand for qualified allied health professionals, TTC's Division of Allied Health Sciences offers a wide array of associate degree, diploma and certificate programs.

These programs combine classroom instruction, laboratory experience and clinical practice to assure that students obtain the most current and the highest-level skills in their chosen health profession.

Students interested in Allied Health Sciences programs may obtain admission requirements information from the Admissions office. Additional information about the sequence of course offerings, class schedules, program costs and job opportunities is available by consulting a faculty advisor or by attending a program advising session. Contact your assigned academic advisor for an appointment. Academic advisors are assigned as part of the college orientation process conducted in the Orientation Centers on each campus through a walk-in service. See the Orientation section for more details.

General Information

Professional courses for Allied Health Sciences associate degree programs are offered in sequence and require two years for completion.

The exceptions are the Occupational Therapy Assistant and the Physical Therapist Assistant programs, which take one year to complete. However, all general education courses, other required courses and a humanities elective must be completed as a condition of admission to the Occupational Therapy Assistant and Physical Therapist Assistant programs.

Prior to beginning clinical training or enrolling in courses requiring personal protective equipment, students must have current CPR certification, medical professional liability (which is included in the college tuition) and major medical insurance, a physical examination, all required immunizations and current TB (PPD) tests.

Allied Health Sciences students are required to follow stringent safety procedures, including but not limited to, OSHA's Standard Precautions for handling potentially infectious materials.

Students are required to purchase uniforms in most programs and to purchase laboratory supplies and materials in some programs.

Students will be assigned to off-campus clinics and must have reliable transportation.

Criminal Background Checks/ Drug Screening

All students enrolled in an Allied Health Sciences program will be required to complete a criminal background check and will be subjected to random drug screening. Results of the criminal background check and/or drug screening could affect the student's ability to complete required clinical rotations and/or become credentialed. (Conviction of a felony could make a student ineligible to take the licensing exam(s) required by the profession upon graduation. Early notification to the appropriate board is required. Faculty advisors will provide information about this procedure). Only criminal background checks and drug screenings conducted through the College-approved agency will be accepted. Faculty advisors will provide information about the criminal background check and drug screening procedure at the program open advisement session. Criminal background checks must be completed prior to the first day of the entering semester. Drug screenings will be conducted randomly but prior to a clinical rotation.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Programs of Study

Associate Degree Programs
Dental Hygiene
Emergency Medical Technology
Emergency Medical Technology
    (Advanced Placement Option)
General Technology
    Expanded Duty Dental Assisting
    Medical Assisting
    Pharmacy Technician
Medical Laboratory Technology
Occupational Therapy Assistant
Physical Therapist Assistant
Radiologic Technology
Respiratory Care
Veterinary Technology

Diploma Programs
Expanded Duty Dental Assisting
Medical Assisting
Ophthalmic Clinical Assistant
Pharmacy Technician

Certificate Programs
Allied Health Preparation
Massage Therapy
Medical Record Coder
Pharmacy Technician

Dental Hygiene

Associate in Applied Science
Credit Requirements: 84 Semester Credit Hours

The dental hygienist is a licensed primary health care professional, oral health educator and clinician who, as co-therapist with the dentist, provides preventive, educational and therapeutic services supporting total health for the control of oral diseases and the promotion of oral health. Dental hygiene positions are available in general and specialty dental practices, community health centers and hospitals, as well as federal programs, the armed services and dental product promotion.

The curriculum, which includes both general education and professional dental hygiene courses, is accredited by the Commission on Dental Accreditation of the American Dental Association. Graduates are eligible to sit for the Dental Hygiene National Board Exam and individual state board examinations for licensure.

Admission Requirements

Applicants will be admitted to the Dental Hygiene program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements. Classes in this program begin Spring Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements
Achieve admission to the college by meeting TTC's requirements for associate degree programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Dental Hygiene program.

II. Program Admission Requirements
Applicants should ensure that documentation of each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete an Allied Health application for the Dental Hygiene program. Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Allied Health application was received in the Admissions office.

C. Attend an official advising session and obtain a signed statement from your program faculty advisor verifying attendance.

D. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.

E. Provide proof that general education courses and their prerequisites (support courses required in the Dental Hygiene program) have been completed with a minimum grade of C and a cumulative GPA of 2.5. Laboratory sciences must be completed within five years of the admission date with a minimum GPA of 2.5. The following required general education courses may be completed prior to admission to the Dental Hygiene program or may be completed concurrently with the Dental Hygiene curriculum:

PSY 201 General Psychology
SOC 101 Introduction to Sociology
ELE HUM Humanities Elective

F. Satisfy academic probation/suspension requirement, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting official copies of college transcripts, other than TTC transcripts, to the Admissions office.

OR

Complete 10 semester credit hours with a minimum grade of C in each course, and a cumulative 2.0 GPA. At least one of these courses must be a laboratory science of four semester credit hours. Laboratory sciences must have been taken within five years of admission date with a minimum grade of C and a cumulative GPA of 2.5.

G. Submit proof of a minimum of 15 hours of observation of a licensed dental hygienist working in a dental practice. The applicant is responsible for arranging the observation time.

H. Achieve a minimum 2.5 GPA in the four required prerequisite science courses and an overall minimum cumulative 2.5 GPA at the time of admission and date of entry into the program. In addition, students must not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

I. At the time of entry to the program, show evidence of completion of the criminal background check required by the College.

III. General Admission Procedures for the Dental Hygiene Program

Prior to admission to the program, provide the TTC program coordinator with a completed, current Allied Health-Student Health Record. Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted. If openings occur in earlier semesters, students who are not enrolled in another Allied Health program may be offered the opportunity to move to an earlier acceptance date.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Dental Hygiene program.

Transfer to the Dental Hygiene Program

Students seeking admission to the Dental Hygiene program at TTC who have been enrolled in (and not completed) another Dental Hygiene program must complete the following requirements to be considered for admission:

1. Meet the college's admission requirements.
2. Meet the Dental Hygiene program's admission requirements.
3. Submit a letter from the dean or director of the former Dental Hygiene program that addresses the student's:
   a. theoretical standing
   b. clinical standing
   c. eligibility for readmission to that program

Note: Only students who have no more than one unsuccessful attempt in a clinical Dental Hygiene course are considered for admission.

4. Meet the College's requirements for 25 percent of the curriculum credit hours to be taken at TTC.
5. Meet all prerequisite and corequisite courses applicable to the semester for which the student is seeking entry. Laboratory sciences must be taken within five years of the date of entry into the program.
6. Once the student is eligible for admission, he/she may request consideration for transfer credit for Dental Hygiene courses taken within the last two years.

Readmission to a Program

Students who receive a W, D or F in a prerequisite or corequisite course may request consideration for readmission to the Dental Hygiene program. Readmission to the program is not automatic. Specific policies and procedures for readmission are listed in the Dental Services Department Policies and Procedures Manual. Students requesting readmission must meet all admission criteria in place at the time of readmission. See the Allied Health Sciences overview.

Course Sequence and Progression

To progress to the next Dental Hygiene course, the student must:

1. Achieve a grade of C or better in each professional course.

2. Achieve a grade of C or better in all prerequisites and corequisites for professional courses.
3. Receive a satisfactory in Professional Development.

Recommended Sequence of Courses

Prerequisites

BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4
CHM 105	General Organic and Biochemistry	4
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
		Total 28

First Semester – Spring

DHG 111	Orofacial Embryology	2
DHG 125	Tooth Morphology and Histology	2
DHG 140	General and Oral Pathology	2
DHG 151	Dental Hygiene Principles	5
DHG 244	Dental Materials	3
		Total 14

Second Semester – Summer

BIO 218	Head and Neck Anatomy	1
DHG 121	Dental Radiography	3
DHG 165	Clinical Dental Hygiene I	5
PSY 201	General Psychology	3
		Total 12

Third Semester – Fall

DHG 141	Periodontology	2
DHG 143	Dental Pharmacology	2
DHG 175	Clinical Dental Hygiene II	5
DHG 230	Public Health Dentistry	3
DHG 241	Integrated Dental Hygiene I	1
SOC 101	Introduction to Sociology	3
		Total 16

Fourth Semester – Spring

DHG 231	Dental Health Education	1
DHG 255	Clinical Dental Hygiene III	5
DHG 265	Clinical Dental Hygiene IV	5
ELE HUM	Select one course from Humanities Electives on page B-3	3
		Total 14

Emergency Medical Technology

Associate in Applied Science
Advanced Placement Option Career Path

Currently certified paramedics who plan to earn an Associate in Health Sciences degree should consider the advanced placement option. To successfully complete the program, you must complete the following requirements:

- Meet EMT program admission requirements
- Maintain a current paramedic credential
- Successfully complete the general education requirements with no less than a C in any course:

BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3
PSY 201	General Psychology	3
ELE HUM	Select one course from Humanities Electives on page B-3	3

Meet with the program coordinator and successfully complete an experiential learning credit application for:

EMT-Basic	5
EMT-Intermediate	5

Complete EMS core courses:

EMS 114	Emergency Vehicle Operations Management	2
EMS 216	Principles of Rescue	4

Advanced Placement online courses

The advanced placement core courses are delivered in an online format. Advanced students will complete all without having to repeat clinical or internship experiences. Students will be expected to review and test on didactic material with all required courses following DOT curriculum standards. Research with paper submission as well as discussion projects will be expected for successful completion.

EMS 120	Pharmacology	3
EMS 218	EMS Management Seminar	2
EMS 250	Advanced Placement Paramedic Care	5
EMS 251	Advanced Placement Paramedic Care II	4
EMS 252	Advanced Placement Clinical Experience I	3
EMS 253	Advanced Placement Clinical Experience II	3
EMS 254	Advanced Placement Internship Experience I	3
EMS 255	Advanced Placement Internship Experience II	3

Emergency Medical Technology

Associate in Applied Science
Credit Requirements: 69 Semester Credit Hours

The Emergency Medical Technology program prepares students to practice in the complex and dynamic profession of the EMT. The curriculum is structured to allow the beginning student to test and practice as a basic or intermediate EMT while continuing in the advanced program. Internship and clinical experiences strengthen learned material and prepare the student for the reality of practice.

Admission Requirements

Applicants will be admitted to the Emergency Medical Technology program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements
Achieve admission to the college by meeting TTC's requirements for associate degree programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Emergency Medical Technology program.

II. Program Admission Requirements

A. Achieve qualifying scores on the College's placement test, SAT or ACT.

B. Complete an Allied Health application for the Emergency Medical Technology program.

C. Attend an official advising session.

D. Provide proof of high school graduation or equivalent by submitting a copy of high school transcript, diploma or GED.

E. Provide proof that general education courses and their prerequisites (support courses required in the Emergency Medical Technology program) have been completed with a minimum grade of C and a cumulative GPA of 2.5. Laboratory sciences must have been completed within five years of the admission date.

F. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting official copies of college transcripts, other than TTC transcripts, to the Admissions office.

G. Submit proof of a minimum of 15 hours of observation of an EMT-Paramedic employed by an emergency services agency. The applicant is responsible for arranging the observation time.

H. Maintain a minimum cumulative 2.5 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

I. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

J. Prior to admission to the program, provide the TTC program coordinator with a completed, current Allied Health Student Health Record.

K. Provide proof of current CPR certification.

Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis.

Recommended Sequence of Courses
First Semester – Fall

BIO 210	Anatomy and Physiology I	4
CPT 101	Introduction to Computers	3
EMS 110	Basic Emergency Medical Care	5
ENG 101	English Composition I	3
	Total 15	

Second Semester – Spring

BIO 211	Anatomy and Physiology II	4
EMS 111	Intermediate Emergency Care	5
MAT 120	Probability and Statistics	3
PSY 201	General Psychology	3
	Total 15	

Third Semester – Summer

EMS 120	Pharmacology	3
EMS 217	Introduction to Electrocardiography	2
EMS 220	Paramedic Internship I	3
SPC 205	Public Speaking	3
	Total 11	

Fourth Semester – Fall

EMS 114	Emergency Vehicle Operations Management	2
EMS 211	Advanced Clinical Experience I	3
EMS 213	Advanced Emergency Medical Care II	4
EMS 221	Paramedic Internship II	3
	Total 12	

Fifth Semester – Spring

EMS 210	Advanced Emergency Medical Care I	5
EMS 214	Advanced Clinical Experience II	3
EMS 218	EMS Management Seminar	2
EMS 222	Paramedic Internship III	3
ELE HUM	Select one course from Humanities Electives on page B-3	3
	Total 16	

General Technology

Associate in Applied Science
Expanded Duty Dental Assisting Career Path
Credit Requirements: 70 Semester Credit Hours

The Associate Degree in Occupational Technology-General Technology is designed to be a completion program for students who hold a diploma in Expanded Duty Dental Assisting. For admission requirements, see the Expanded Duty Dental Assisting diploma program page. Students who already hold this diploma should consult with the program advisor.

Recommended Sequence of Courses
First Semester – Fall

CPT 101	Introduction to Computers	3
DAT 114	Dental Emergencies and Medicine	3
DAT 115	Ethics and Professionalism	1
DAT 118	Dental Morphology	2
DAT 123	Oral Medicine/Oral Biology	3
DAT 154	Clinical Procedures I	4
DHG 244	Dental Materials	3
	Total 19	

Second Semester – Spring

DAT 121	Dental Health Education	2
DAT 122	Dental Office Management	2
DAT 124	Expanded Functions/Specialties	1
DAT 127	Dental Radiography	4
DAT 185	Dental Specialties	5
ENG 101	English Composition I	3
or		
ENG 150	Basic Communications	3
	Total 17	

Third Semester – Summer

DAT 177	Dental Office Experience	7
PSY 201	General Psychology	3
	Total 10	

Associate Degree Completion Program

Associate in Applied Science
Expanded Duty Dental Assisting Career Path

Students who have completed the Expanded Duty Dental Assisting diploma program as outlined above (with CPT 101, ENG 101 and PSY 201) will be eligible for an associate degree in General Technology upon completion of the following general education and secondary specialty courses. A grade point average of 2.0 on all college work presented to fulfill program requirements is required for graduation.

Core Curriculum Requirements

MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
ELE HUM	Select one course from Humanities Electives on page B-3	

Other Required Courses

Select a minimum of 15 hours from the following courses to meet career goals:

BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
ECO 210	Macroeconomics	3
MGT 101	Principles of Management	3
MGT 120	Small Business Management	3
MGT 150	Fundamentals of Supervision	3
MGT 250	Situational Supervision	3
MGT 270	Managerial Communication	3
MKT 101	Marketing	3
PSY 203	Human Growth and Development	3
SOC 101	Introduction to Sociology	3
SPA 101	Elementary Spanish I	4

General Technology

Associate in Applied Science
Medical Assisting Clinical Manager Career Path
Credit Requirements: 75-76 Semester Credit Hours

This associate degree in General Technology-Medical Assisting is a completion program for students who hold a diploma in Medical Assisting. For admission requirements, see the Medical Assisting diploma program page. Students who already hold this diploma should consult with the program advisor.

Recommended Sequence of Courses
Prerequisites

AHS 104	Medical Vocabulary/Anatomy	3
		Total 3

First Term – Summer

AHS 105	Medical Ethics and Law	2
AHS 114	Basic First Aid	1
AHS 121	Basic Pharmacology	2
AHS 142	Phlebotomy	2
AHS 170	Fundamentals of Disease	3
MED 102	Introduction to the Medical Assisting Profession	2
MED 131	Administrative Skills of Medical Office I	2
		Total 14

Second Semester – Fall

CPT 101	Introduction to Computers	3
MED 107	Medical Office Management	4
MED 114	Medical Assisting Clinical Procedures	4
MED 115	Medical Office Lab Procedures I	4
MED 132	Administrative Skills of Medical Office II	3
		Total 18

Third Semester – Spring

CPT 179	Microcomputer Word Processing	3
ENG 101	English Composition I	3
MED 158	Clinical Office Experience	8
PSY 201	General Psychology	3
		Total 17

Associate Degree Completion Program

Associate in Applied Science
General Technology
Medical Assisting Career Path

The Medical Assisting associate degree completion program is designed for medical assistants who need an associate degree for career advancement or transfer purposes. Students who have completed the Medical Assisting diploma program as outlined above will be eligible for an associate degree in Applied Science-General Technology degree upon completion of the following general education and secondary specialty courses. A grade point average of 2.0 on all college work presented to fulfill program requirements is required for graduation.

BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
IDS 201	Leadership Development	3
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
PSY 203	Human Growth and Development	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
MGT 101	Principles of Management	3
MGT 120	Small Business Management	3
or		
MKT 101	Marketing	3
or		
PSY 212	Abnormal Psychology	3
or		
SPA 101	Elementary Spanish I	4
		Total 26-27

General Technology

Associate in Applied Science
Pharmacy Technician Career Path
Credit Requirements: 66 Semester Credit Hours

This associate degree in General Technology is a completion program for students who hold a diploma in Pharmacy Technician. For admission requirements, see the Pharmacy Technician diploma program page. Students who already hold this diploma should consult with the program advisor.

Recommended Sequence of Courses

First Semester – Fall

AHS 104	Medical Vocabulary/Anatomy	3
AHS 106	Cardiopulmonary Resuscitation	1
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
PHM 101	Introduction to Pharmacy Tech	3
PHM 113	Pharmacy Technician Math	3
		Total 16

Second Semester – Spring

PHM 110	Pharmacy Practice	4
PHM 114	Therapeutic Agents I	3
PHM 152	Pharmacy Technician Practicum I	2
PHM 175	Pharmacy Technician Practicum	3
SPC 209	Interpersonal Communication	3
		Total 15

Third Semester – Summer

BIO 115	Basic Microbiology	3
PHM 118	Community Pharmacy Seminar	1
PHM 124	Therapeutic Agents II	3
PHM 164	Pharmacy Technician Practicum II	4
		Total 11

Associate Degree Completion Program

Associate in Applied Science
General Technology
Pharmacy Technician Career Path

The Pharmacy Technician associate degree completion program is designed for pharmacy technicians who need an associate degree for career advancement or transfer purposes. Students who have completed the Pharmacy Technician diploma program as outlined above (with ENG 101 and PSY 201) will be eligible for an associate degree in Applied Science-General Technology upon completion of the following general education and secondary specialty courses. A grade point average of 2.0 on all college work presented to fulfill program requirements is required for graduation.

BIO 210	Anatomy and Physiology I	4
or		
CHM 110	College Chemistry I	4
or		
SPA 101	Elementary Spanish I	4
IDS 201	Leadership Development	3
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
MGT 101	Principles of Management	3
MGT 270	Managerial Communication	3
MGT 150	Fundamentals of Supervision	3
PHM 201	Pharmacy Management	2
PSY 201	General Psychology	3
		Total 24

Medical Laboratory Technology

Associate in Applied Science
Credit Requirements: 79 Semester Credit Hours

The Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The Medical Laboratory Technology program prepares students for employment as medical laboratory technicians. Medical laboratory technicians perform a wide variety of routine diagnostic and prognostic laboratory procedures in a health care setting. Students gain both theoretical and practical lab experience analyzing the chemistry, cellular composition, microbial flora and immunological components of body fluids and tissues.

Upon graduation, students are eligible to take national certifying examinations, earning the designation Medical Laboratory Technician (MLT) by the American Society for Clinical Pathology or Clinical Laboratory Technician (CLT) by the National Credentialing Agency (NCA).

Program Admission and Progression Requirements

Applicants will be admitted to this program by completing the general college admission requirements and returning a completed Allied Health application to the Admissions office. Students can enroll in Medical Laboratory Technology courses (MLT prefix) by meeting specific program progression requirements described below. Spaces in MLT classes will be filled every Fall Semester on a first-qualified, first-admitted basis.

I. General College Admission Requirements

- **A.** Achieve admission to the college by meeting TTC's requirements for associate degree programs.
- **B.** Provide proof of high school graduation or completion of a GED.
- **C.** *Complete the TTC placement testing procedure.
- **D.** Attend TTC Orientation and obtain the name of your assigned academic advisor.
- **E.** Meet with your assigned academic advisor.

**Please note that applicants not achieving appropriate test scores will be required to complete all courses indicated by placement test scores.*

Note: Admission to the college does not guarantee progression into the Medical Laboratory Technology courses.

II. Application for the Medical Laboratory Technology Program

Apply for the Medical Laboratory Technology program by returning a completed Allied Health application to the Admissions office. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

Note: When the number of applicants qualifying for progression at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Allied Health application was received in the Admissions office.

III. Procedures Required for Program Progression

- **A.** Attend an information session with a program faculty advisor and verify attendance by obtaining a signed statement of advising. Open information/advising sessions are held each semester in the Health Sciences Building (Bldg. 630). Schedules with dates and times are posted on bulletin boards on each campus.
- **B.** Maintain a minimum cumulative 2.0 GPA and not be on academic probation or disciplinary suspension on the date of entry into MLT-prefix courses.
- **C.** Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting copies of official transcripts, excluding TTC transcripts, to the Admissions office; or complete 10 semester hours with a minimum grade of C in each course and a cumulative 2.0 GPA. At least one of these courses must be a laboratory science. Laboratory sciences must have been taken within five years of the admission date with a minimum grade of C.
- **D.** Successfully complete all courses indicated by placement test scores (see your advisor for scores) and courses

required for progression with a grade of C or better. Students must earn a C or better in all prerequisite and corequisite courses, and in each lecture, laboratory and clinical component of all MLT courses. While enrolled in MLT courses, students must successfully complete a professional development evaluation component before progressing to the next MLT course.

E. Provide proof that MAT 110 and CPT 101 have been completed with a minimum grade of C before entering the program.

F. Applicants who meet college and program requirements will be considered qualified and will be allowed to progress in the program on a first-qualified, first-admitted basis. Qualified applicants will receive a letter indicating the year and semester they may begin taking MLT-prefix courses.

IV. General Procedures

Students who receive a W, D or F in a MLT-prefix course, or who fail to successfully complete a professional development evaluation, may request consideration for readmission to the Medical Laboratory Technology program. Readmission to the program is not automatic. See the Allied Health Sciences overview.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Medical Laboratory Technology program.

Recommended Sequence of Courses

Prerequisites

CPT 101	Introduction to Computers	3
MAT 110	College Algebra	3
		Total 6

First Semester – Fall

AHS 106	Cardiopulmonary Resuscitation	1
AHS 142	Phlebotomy	2
*BIO 112	Basic Anatomy and Physiology	4
CHM 110	College Chemistry I	4
ENG 101	English Composition I	3
		Total 14

Second Semester – Spring

MLT 102	Medical Lab Fundamentals	3
MLT 110	Hematology	4
MLT 112	Introduction to Parasitology	2
MLT 219	Clinical Instrumentation	3
PSY 201	General Psychology	3
		Total 15

Third Semester – Summer

MLT 105	Medical Microbiology	4
MLT 108	Urinalysis and Body Fluids	3
MLT 115	Immunology	3
**SPC 209	Interpersonal Communication	3
		Total 13

Fourth Semester – Fall

MLT 120	Immunohematology	4
MLT 130	Clinical Chemistry	4
MLT 205	Advanced Microbiology	4
MLT 210	Advanced Hematology	4
		Total 16

Fifth Semester – Spring

MLT 270	Clinical Applications	12
ELE HUM	Select one course from Humanities Electives on page B-3	3
		Total 15

**May substitute BIO 210 and BIO 211 for BIO 112*
***May substitute SPC 205*

Occupational Therapy Assistant

Associate in Applied Science
Credit Requirements: 71 Semester Credit Hours

Occupational Therapy is an allied health specialty that employs the use of purposeful activity for individuals who are limited by physical injury or illness, psychosocial dysfunction, developmental or learning disabilities, or the aging process, in order to maximize independence, prevent disability and maintain health. Practice encompasses evaluation, treatment and consultation.

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's telephone number is 301.652.2682. Graduates of the program will be able to sit for the national certification examination for occupational therapy

assistants administered by the National Board for Certification in Occupational Therapy Inc. (NBCOT). Successful completion of this exam entitles the individual to practice as a Certified Occupational Therapy Assistant (COTA) under the supervision of a registered occupational therapist. Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

Program Admission and Course Progression Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all TTC and OTA program requirements. Classes begin Summer Semester of each year.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements

Achieve admission to TTC by meeting the college's requirements for associate degree programs. See college admission procedures. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

II. Program Progression Requirements

Applicants should ensure that each of the following progression requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

Phase I Provisional Acceptance for Fall Semester

A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete the Allied Health application for the Occupational Therapy Assistant program. (Note: When the number of applicants qualifying for progression at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Allied Health application was received in the Admissions office.)

C. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.

D. Complete PSY 201 and BIO 210 with a minimum grade of C. Laboratory sciences must have been taken within five years of admission date.

E. Submit official copies of all college transcripts, other than TTC transcripts, to the Admissions office.

F. Maintain a minimum cumulative 2.0 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into OTA-prefix courses.

Phase II Acceptance for Summer Semester

G. In order to progress in the Occupational Therapy Assistant (OTA) program and be able to enroll in OTA-prefix classes for Summer Semester, you must have the following completed by the end of Spring Semester. Applicants who meet college and program requirements will be considered qualified and will be admitted on a first qualified-first admitted basis in the next available class.

Courses with a minimum grade of C or better: ENG 101, CPT 101, SPC 205 or SPC 209, PSY 203, MAT 120 or MAT 109, MAT 110, BIO 211 and Humanities Elective. Laboratory sciences must have been taken within five years of admission date. If you have any questions regarding these courses, please contact your academic advisor.

Submit proof of minimum of 40 hours of observation/volunteer work performed in two separate occupational therapy facilities. The applicant is responsible for arranging the observation/volunteer time.

Attend an official open advising session and obtain a signed statement from an Occupational Therapy Assistant program faculty member verifying attendance.

H. At the time of entry to the program, show evidence of completion of the criminal background check required by the college. Drug screening will be conducted randomly but prior to clinical rotation.

III. General Admission Procedures for the Occupational Therapy Assistant Program
Prior to admission to the program, provide the TTC program coordinator with a completed, current Allied Health-Student Health Record. Applicants who meet College and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will receive a letter indicating the year and semester that they have been admitted.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Occupational Therapy Assistant program.

Readmission to a Program

Students who receive a W, D or F in a professional course may request consideration for readmission to the Occupational Therapy Assistant program. Readmission to the program is not automatic. See the Allied Health Sciences overview.

Course Progression

To progress to the next Occupational Therapy Assistant course, the student must complete all Occupational Therapy Assistant courses with a grade of C or better. The student must earn a grade of satisfactory on the final professional development evaluation each semester of the program.

Note: Students are responsible for transportation, meals and housing expenses during field work.

Recommended Sequence of Courses

First Semester – Fall

*BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
MAT 109	College Algebra with Modeling	3
or		
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
*PSY 201	General Psychology	3
		Total 13

Second Semester – Spring

BIO 211	Anatomy and Physiology II	4
CPT 101	Introduction to Computers	3
PSY 203	Human Growth and Development	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
ELE HUM	Select one course from Humanities Electives on page B-3	3
		Total 16

Third Semester – Summer

OTA 103	Introduction to Occupational Therapy	2
OTA 130	Therapeutic Media I	1
OTA 149	Interdisciplinary Community Experiences	1
OTA 174	Pediatric Skills for the Occupational Therapy Assistant	6
OTA 213	Group Process and Dynamics	2
		Total 12

Fourth Semester – Fall

OTA 155	Gerontology	2
OTA 160	Adult Psychosocial Dysfunction	2
OTA 165	Adult Physical Dysfunction	5
OTA 203	Kinesiology for Occupational Therapy	3
OTA 245	Occupational Therapy Departmental Management	2
OTA 252	OTA Clinical II	2
		Total 16

Fifth Semester – Spring

OTA 260	Clinical V	7
OTA 268	Clinical VI (Physical Disabilities)	7
		Total 14

**Phase I prerequisites for provisional acceptance for Fall Semester*

Physical Therapist Assistant

Associate in Applied Science
Credit Requirements: 78 Semester Credit Hours

The Physical Therapist Assistant program prepares students to implement physical therapy treatment procedures, including various types of exercise, rehabilitation techniques, electrical modalities and heat/cold modalities, designed and supervised by a registered physical therapist. Other responsibilities include clerical duties, record keeping and continuing education. The program is accredited by the Commission on Accreditation in Physical Therapy Education. Graduates become licensed by passing the National Physical Therapist Assistant Licensure Examination.

Admission Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all College and program requirements. Classes in this program begin Summer Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements

Achieve admission to the College by meeting TTC's requirements for associate degree programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the College does not guarantee admission to the Physical Therapist Assistant program.

II. Program Admission Requirements

Applicants should ensure that documentation of each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. Achieve qualifying scores on the College's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete an Allied Health application for the Physical Therapist Assistant program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Allied Health application was received in the Admissions office.

C. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.

D. Provide proof that all general education courses (support courses) required in the Physical Therapist Assistant program have been completed with a minimum grade of C. Laboratory sciences and AHS 104 must have been completed within five years of admission date.

E. Submit official copies of all college transcripts, other than TTC transcripts, to the Admissions office.

F. Submit to the Admissions office a completed volunteer/observation form documenting a minimum of 40 hours spent in a physical therapy facility. While all 40 hours may be completed in a hospital, it is preferred that the observation/volunteer hours be divided between hospital and nonhospital facilities, with a minimum of 20 hours in an acute care hospital. The applicant is responsible for arranging the observation/volunteer experience.

G. Maintain a minimum cumulative 2.5 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

H. At the time of entry to the program, show evidence of completion of the criminal background check required by the College.

III. General Admission Procedures for the Physical Therapist Assistant Program

Prior to admission to the program, provide the TTC program coordinator with a completed, current Allied Health-Student Health Record. Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will receive a letter indicating the year and semester that they have been admitted.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Physical Therapist Assistant program.

Readmission to a Program

Students who receive a W, D or F in a professional course may request consideration for readmission to the Physical Therapist Assistant program. Readmission to the program is not automatic. See the Allied Health Sciences overview.

Course Progression

To progress to the next Physical Therapist Assistant course, the student must complete all Physical Therapist Assistant courses with a grade of C or better. The student must earn a grade of satisfactory on the final professional development evaluation each semester of the program.

Note: Students are responsible for transportation, meals and housing expenses during clinical rotations.

Recommended Sequence of Courses

First Semester – Fall

BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
MAT 109	College Algebra with Modeling	3
or		
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
PSY 201	General Psychology	3
ELE HUM	Select one course from Humanities Electives on page B-3	3
	Total 16	

Second Semester – Spring

AHS 104	Medical Vocabulary/Anatomy	3
BIO 211	Anatomy and Physiology II	4
CPT 101	Introduction to Computers	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
	Total 13	

Third Semester – Summer

PTH 101	Physical Therapy Professional Preparation	2
PTH 202	Physical Therapy Modalities	4
PTH 205	Physical Therapy Functional Anatomy	4
PTH 235	Interpersonal Dynamics	2
PTH 252	Clinical Practice	2
	Total 14	

Fourth Semester – Fall

PTH 221	Pathology I	2
PTH 240	Therapeutic Exercises/Applications	5
PTH 244	Rehabilitation	4
PTH 266	Physical Therapy Practicum I	6
	Total 17	

Fifth Semester – Spring

PTH 222	Pathology II	2
PTH 230	Clinical Electrotherapy	3
PTH 242	Orthopedic Management	4
PTH 245	Pediatric Physical Therapy	2
PTH 275	Advanced Professional Preparation	1
PTH 276	Physical Therapy Practicum II	6
	Total 18	

Radiologic Technology

Associate in Applied Science

Credit Requirements: 86 Semester Credit Hours

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182. Tel: 312.704.5300.

The Radiologic Technology program prepares students to provide patient services using imaging modalities, as directed by physicians in order to perform radiologic procedures. Graduates are eligible to apply to take the National Registry Examination offered by the American Registry of Radiologic Technologists.

Admission Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements. Classes in this program begin Summer Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements
Achieve admission to the college by meeting TTC's requirements for associate degree programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Radiologic Technology program.

II. Program Admission Requirements
Applicants should ensure that documentation of each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete an Allied Health application for the Radiologic Technology program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Allied Health application was received in the Admissions office.

C. Attend an open advising session and obtain a signed statement from a program faculty advisor verifying attendance. Advising session schedules are posted on the bulletin board located on the second floor of the Health Sciences Building (Bldg. 630) and on other college bulletin boards.

D. Submit proof of algebra and chemistry competencies by completing one requirement each in:

Algebra

1. MAT 110 College Algebra with a minimum grade of C,

OR

2. Complete a college algebra course equivalent to MAT 110 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

Chemistry

1. One year of high school chemistry with a C average,

OR

2. CHM 100 Introductory Chemistry with a minimum grade of C,

OR

3. Complete three semester credit hours of chemistry with a minimum grade of C from an approved, regionally accredited postsecondary institution.

E. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.

F. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 on all college course work by submitting copies of official transcripts, excluding TTC transcripts, to the Admissions office; or complete 10 semester credit hours with a minimum grade of C in each course and a cumulative 2.5 GPA. At least one of these courses must be a laboratory science. Laboratory sciences must have been taken within five years of the admission date with a minimum grade of C.

G. Maintain a minimum cumulative 2.5 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

H. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

III. General Admission Procedures for the Radiologic Technology Program

Prior to admission to the program, provide the TTC program coordinator with a completed, current Allied Health-Student Health Record. Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Radiologic Technology program.

IV. Course Progression

In order to progress to the next semester once accepted into the program, students must:

1. Earn a C or better in the lecture, laboratory and clinical components of all Radiologic Technology courses.
2. Earn a satisfactory grade of S on professional development evaluation.
3. Earn a C or better in all prerequisite and corequisite and general education courses (laboratory science must have been completed within five years of admission).
4. Earn a C or better in all general education courses (support courses) required for the Radiologic Technology program.
5. Maintain a minimum 2.0 cumulative GPA throughout the program.
6. Successfully meet a stringent clinical attendance policy.

Readmission to a Program

Students who receive a W, D or F in a prerequisite or corequisite course may request consideration for readmission to the Radiologic Technology program. Readmission to the program is not automatic. See the Allied Health Sciences overview.

Recommended Sequence of Courses

Prerequisite

MAT 110	College Algebra	3
		Total 3

First Semester – Summer

AHS 110	Patient Care Procedures	2
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
RAD 101	Introduction to Radiography	2
RAD 121	Radiographic Physics	4
		Total 14

Second Semester – Fall

BIO 210	Anatomy and Physiology I	4
RAD 110	Radiographic Imaging I	3
RAD 130	Radiographic Procedures I	3
RAD 152	Applied Radiography I	2
ELE HUM	Select one course from Humanities Electives on page B-3	3
		Total 15

Third Semester – Spring

BIO 211	Anatomy and Physiology II	4
RAD 115	Radiographic Imaging II	3
RAD 136	Radiographic Procedures II	3
RAD 165	Applied Radiography II	5
		Total 15

Fourth Semester – Summer

PSY 201	General Psychology	3
RAD 175	Applied Radiography III	5
RAD 205	Radiographic Pathology	2
RAD 236	Radiography Seminar II	2
		Total 12

Fifth Semester – Fall

RAD 201	Radiation Biology	2
RAD 230	Radiographic Procedures III	3
RAD 258	Advanced Radiography I	8
		Total 13

Sixth Semester – Spring

RAD 220	Selected Imaging Topics	3
RAD 268	Advanced Radiography II	8
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
		Total 14

Respiratory Care

Associate in Applied Science
Credit Requirements: 83-84 Semester Credit Hours

Respiratory care is an allied health specialty that focuses on the treatment, management, control, diagnostic evaluation and care of patients with deficiencies and abnormalities associated with the cardiopulmonary system.

TTC's Respiratory Care program prepares students for employment as advanced-level respiratory care practitioners. The program is accredited by the Committee on Accreditation for Respiratory Care. Graduates are eligible to take the certification and registry examinations administered by the National Board for Respiratory Care, Inc.

Admission Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements. Classes in this program begin Summer Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements
Achieve admission to TTC by meeting the College's requirements for associate degree programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Respiratory Care program.

II. Program Admission Requirements
Applicants should ensure that documentation of each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete an Allied Health application for the Respiratory Care program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Allied Health application was received in the Admissions office.

C. Submit proof of arithmetic competencies by completing one of the following:
1. Achieve the appropriate score on the SAT, ACT or TTC's placement test,

OR

2. Complete MAT 102 Intermediate Algebra or MAT 153 Elementary Algebra II

OR

3. Complete an intermediate algebra course equivalent to MAT 102 /153 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

D. Provide proof of high school graduation or equivalent by submitting a copy of high school transcript, diploma or GED.

E. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.5 GPA on all college course work by submitting copies of official transcripts, excluding TTC transcripts, to the Admissions office; or complete 10 semester credit hours with a minimum grade of C in each course and a cumulative 2.5 GPA. At least one of these courses must be a laboratory science. Laboratory sciences must have been completed within five years of the admission date with a minimum grade of C.

F. A minimum cumulative 2.5 GPA is required at the time of admission. Students cannot be on academic or disciplinary suspension at date of entry into the program.

G. Submit a completed observation/ volunteer form showing evidence of a minimum of two hours of observation/ volunteer work in a respiratory care department. These hours must be in an intensive care unit. Contact the program faculty at 843.574.6101 or 843.574.6023 for assistance in meeting this requirement. Forms can be obtained from and should be returned to the Admissions office.

H. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

III. General Admission Procedures for the Respiratory Care Program

Upon admission to the program, provide the TTC program coordinator with a completed, current Allied Health-Student Health Record. Applicants who meet College and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Respiratory Care program.

Readmission to a Program

Students who receive a W, D or F in a prerequisite or corequisite Respiratory Care course may request consideration for readmission to the Respiratory Care program. Readmission to the program is not automatic. See the Allied Health Sciences overview.

Course Progression

To progress to the next Respiratory Care course, students must:

1. Earn a C or better in the lecture, laboratory and clinical components of Respiratory Care courses.
2. Earn a satisfactory grade of S on all professional development evaluations.

Recommended Sequence of Courses

First Semester – Summer

ENG 101	English Composition I	3
MAT 110	College Algebra	3
PSY 201	General Psychology	3
RES 110	Cardiopulmonary Science I	2
RES 121	Respiratory Skills I	4
		Total 15

Second Semester – Fall

AHS 103	Bio Medical Vocabulary	2
BIO 210	Anatomy and Physiology I	4
RES 131	Respiratory Skills II	4
RES 160	Clinical I	1
RES 246	Respiratory Pharmacology	2
		Total 13

Third Semester – Spring

BIO 211	Anatomy and Physiology II	4
RES 111	Pathophysiology	2
RES 161	Clinical II	4
RES 244	Advanced Respiratory Skills I	4
RES 247	Advanced Respiratory Pharmacology	2
		Total 16

Fourth Semester – Summer

CPT 101	Introduction to Computers	3
RES 142	Basic Pediatric Care	2
RES 152	Clinical Applications II	3
RES 210	Cardiopulmonary Science II	3
RES 220	Hemodynamic Monitoring	1
		Total 12

Fifth Semester – Fall

BIO 115	Basic Microbiology	3
or		
BIO 225	Microbiology	4
RES 235	Respiratory Diagnostics	4
RES 253	Advanced Clinical Studies I	6
		Total 13 or 14

Sixth Semester – Spring

HSS 201	Issues in Humanities	3
RES 205	Neonatal Respiratory Care	2
RES 249	Comprehensive Applications	2
RES 254	Advanced Clinical Studies II	7
		Total 14

Veterinary Technology

Associate in Applied Science
Credit Requirements: 76 Semester Credit Hours
Full-time

The Veterinary Technology curriculum prepares graduates to assist large and small animal veterinarians, as well as provide opportunities for careers in research laboratories and pharmaceutical and veterinary supply businesses.

Veterinary technicians assist by obtaining and recording information about cases, preparing animals for medical and surgical procedures, obtaining specimens, performing laboratory procedures, applying bandages and splints, assisting with anesthesia and surgery, and many other challenging tasks.

This program is offered in two formats: a program for full-time students and a program for part-time students.

Admission Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all College and program requirements. Classes for the full-time format begin each Fall Semester. Classes for the part-time format begin each Spring Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements
Achieve admission to TTC by meeting the college's requirements for associate degree programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Veterinary Technology program.

II. Program Admission Requirements
Applicants should ensure that documentation of each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete an Allied Health application for the Veterinary Technology program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Allied Health application was received in the Admissions office.

C. Attend an advising session and obtain a signed statement from a program faculty member verifying attendance.

D. Submit proof of algebra, biology, chemistry and English competencies by completing one requirement each in:

Algebra

1. Achieve the appropriate score on the SAT, ACT or TTC's placement test,

OR

2. Complete MAT 101 Beginning Algebra with a minimum grade of C,

OR

3. Complete a beginning algebra course equivalent to MAT 101 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

Biology

1. BIO 101 Biological Science with a minimum grade of C,

OR

2. Complete four semester credit hours of equivalent biology with a minimum grade of C from an approved, regionally accredited postsecondary institution within the last five years.

English

1. Complete ENG 101 English Composition I or its equivalent with a minimum of a C average.

E. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.

F. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting copies of official transcripts, excluding TTC transcripts, to the Admissions office; or complete 10 semester credit hours with a minimum grade of C in each course, and a cumulative 2.0 GPA. At least one of these courses must be a laboratory science. Laboratory sciences must have been completed within five years of the admission date with a minimum grade of C.

G. Provide proof of completion for the following courses with a minimum grade of C: VET 105, BIO 101, ENG 101. BIO 101 must have been taken within the last five years. To exempt the VET 105 requirement, provide documentation of at least six months of full-time employment in a veterinary hospital setting.

H. Maintain a minimum cumulative 2.0 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

I. Submit a completed observation/volunteer form showing evidence of a minimum of 20 hours of observation/volunteer work in an animal care facility with a veterinarian present. Contact the program faculty at 843.899.8011 or 843.899.8086 for assistance in meeting this requirement. Forms can be obtained from and should be returned to the Admissions office.

J. A rabies vaccination (optional) must be completed by the first day of class. Students who have already been vaccinated must provide proof of adequate blood titer (within previous two years). If a student elects not to receive rabies immunization, he/she must sign a waiver. Call the program coordinator at 843.899.8011.

K. At the time of entry to the program, show evidence of completion of the criminal background check required by the College.

III. General Admission Procedures for the Veterinary Technology Program

Prior to admission to the program, provide the TTC program coordinator with a completed, current Allied Health-Student Health Record. Applicants who meet College and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Veterinary Technology program.

Readmission to a Program

Students who receive a W, D or F in a prerequisite or corequisite Veterinary Technology course may request consideration for readmission to the Veterinary Technology program. Readmission to the program is not automatic. See the Allied Health Sciences overview.

Course Progression

To progress to the next Veterinary Technology course the student must:

1. Earn a C or better in the lecture, laboratory and clinical components of all Veterinary Technology courses.
2. Earn a satisfactory grade of S on all professional development evaluations.

Recommended Sequence of Courses

Prerequisites

BIO 101	Biological Science I	4
ENG 101	English Composition I	3
VET 105	Orientation to Veterinary Technology	1
	Total	**8**

First Semester – Fall

BIO 115	Basic Microbiology	3
CPT 101	Introduction to Computers	3
VET 101	Animal Breeds and Husbandry	3
VET 104	Veterinary Anatomy and Physiology	3
VET 117	Animal Nutrition	2
	Total	**14**

Second Semester – Spring

PSY 201	General Psychology	3
VET 140	Veterinary Pharmacology	2
VET 142	Veterinary Anesthesia	3
VET 160	Clinical Techniques II	3
VET 180	Preceptorship	2
	Total	**13**

Third Semester – Summer

PHI 110	Ethics	3
VET 116	Radiology and Parasitology	3
VET 215	Laboratory Animal Medicine	2
VET 240	Office Management and Client Education	3
		Total 11

Fourth Semester – Fall

VET 152	Clinical Pathology	4
VET 201	Diseases and Zoonosis	4
VET 207	Large Animal Clinical Practice	3
VET 250	Clinical Techniques III	3
		Total 14

Fifth Semester – Spring

MAT 120	Probability and Statistics	3
SPC 209	Interpersonal Communication	3
VET 170	Veterinary Technician Externship	6
VET 260	Clinical Techniques IV	3
VET 280	Senior Seminar	1
		Total 16

Veterinary Technology

Associate in Applied Science
Credit Requirements: 76 Semester Credit Hours
Part-time

The Veterinary Technology curriculum prepares graduates to assist large and small animal veterinarians, as well as provides opportunities for careers in research laboratories and pharmaceutical and veterinary supply businesses.

Veterinary technicians assist by obtaining and recording information about cases, preparing animals for medical and surgical procedures, obtaining specimens, performing laboratory procedures, applying bandages and splints, assisting with anesthesia and surgery, and many other challenging tasks.

This program is offered in two formats: a program for full-time students and a program for part-time students.

Admission Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all College and program requirements. Classes for the part-time format begin each Spring Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements
Achieve admission to TTC by meeting the college's requirements for associate degree programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Veterinary Technology program.

II. Program Admission Requirements
Applicants should ensure that documentation of each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete an Allied Health application for the Veterinary Technology program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Allied Health application was received in the Admissions office.

C. Attend an advising session and obtain a signed statement from a program faculty member verifying attendance.

D. Submit proof of algebra, biology, chemistry and English competencies by completing one requirement each:

Algebra

1. Achieve the appropriate score on the SAT, ACT or TTC's placement test,

OR

2. Complete MAT 101 Beginning Algebra with a minimum grade of C,

OR

3. Complete a beginning algebra course equivalent to MAT 101 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

Biology

1. BIO 101 Biological Science with a minimum grade of C taken within the last five years,

OR

2. Complete three semester credit hours of equivalent biology with a minimum grade of C from an approved, regionally accredited postsecondary institution within the last five years.

English

1. Complete ENG 101 English Composition I or its equivalent with a minimum of a C average.

E. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.

F. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting copies of official transcripts, excluding TTC transcripts, to the Admissions office; or complete 10 semester credit hours with a minimum grade of C in each course, and a cumulative 2.0 GPA. At least one of these courses must be a laboratory science. Laboratory sciences must have been completed within five years of the admission date with a minimum grade of C.

G. Maintain a minimum cumulative 2.0 GPA and not be on academic probation or suspension at the time of admission and date of entry into the program.

H. To exempt the VET 105 requirement, provide documentation of at least six months of full-time employment in a veterinary hospital setting.

I. A rabies vaccination (optional) must be completed by the first day of class. Students who have already been vaccinated must provide proof of adequate blood titer (within previous two years). If a student elects not to receive rabies immunization, he/she must sign a waiver. Call the program coordinator at 843.899.8011.

J. Submit a completed observation/volunteer form showing evidence of a minimum of 20 hours of observation/volunteer work in an animal care facility with a veterinarian present. Contact the program faculty at 843.899.8011 or 843.899.8086 for assistance in meeting this requirement. Forms can be obtained from and should be returned to the Admissions office.

K. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

III. General Admission Procedures for the Veterinary Technology Program

Prior to admission to the program, provide the TTC program coordinator with a completed, current Allied Health-Student Health Record. Applicants who meet the college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Veterinary Technology program.

Readmission to a Program

Students who receive a W, D or F in a prerequisite or corequisite Veterinary Technology course may request consideration for readmission to the Veterinary Technology program. Readmission to the program is not automatic. See the Allied Health Sciences overview.

Course Progression

To progress to the next Veterinary Technology course the student must:

1. Earn a C or better in the lecture, laboratory and clinical components of all Veterinary Technology courses.
2. Earn a satisfactory grade of S on all professional development evaluations.

Recommended Sequence of Courses

Prerequisites

BIO 101	Biological Science I	4
ENG 101	English Composition I	3
VET 105	Orientation to Veterinary Technology	1
	Total	**8**

First Semester – Spring

PSY 201	General Psychology	3
VET 117	Animal Nutrition	2
	Total	**5**

Second Semester – Summer

CPT 101	Introduction to Computers	3
PHI 110	Ethics	3
	Total	**6**

Third Semester – Fall

BIO 115	Basic Microbiology	3
VET 101	Animal Breeds and Husbandry	3
VET 104	Veterinary Anatomy and Physiology	3
	Total	**9**

Fourth Semester – Spring

VET 140	Veterinary Pharmacology	2
VET 142	Veterinary Anesthesia	3
VET 160	Clinical Techniques II	3
	Total	**8**

Fifth Semester – Summer

VET 116	Radiology and Parasitology	3
VET 180	Preceptorship	2
VET 215	Laboratory Animal Medicine	2
	Total	**7**

Sixth Semester – Fall

VET 152	Clinical Pathology	4
VET 201	Diseases and Zoonosis	4
VET 250	Clinical Techniques III	3
	Total	**11**

Seventh Semester – Spring

MAT 120	Probability and Statistics	3
SPC 209	Interpersonal Communication	3
VET 260	Clinical Techniques IV	3
	Total	**9**

Eighth Semester – Summer

VET 240	Office Management and Client Education	3
	Total	**3**

Ninth Semester – Fall

VET 170	Veterinary Technician Externship	6
VET 207	Large Animal Clinical Practice	3
VET 280	Senior Seminar	1
	Total	**10**

Expanded Duty Dental Assisting

Diploma in Applied Science
Credit Requirements: 46 Semester Credit Hours
Full-time

The Expanded Duty Dental Assisting program prepares students for dental assisting procedures under the direct supervision of a licensed dentist. The program is accredited by the Commission on Dental Accreditation of the American Dental Association. Graduates are certified in infection control and radiation health and safety and are eligible for certification in monitoring nitrous oxide sedation by the South Carolina State Board of Dentistry. Upon satisfactory completion of the Dental Assisting National Board, graduates are designated certified dental assistants.

Admission Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements. Classes in this program begin Fall Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements
Achieve admission to the college by meeting TTC's requirements for diploma programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Expanded Duty Dental Assisting program.

II. Program Admission Requirements
Applicants should ensure that documentation of each of the following admissions requirements is on file in the Admissions office

as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.
B. Complete all courses indicated by TTC's placement test, SAT or ACT scores, if applicable.
C. Complete an Allied Health application for the program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Allied Health application was received in the Admissions office.

D. Attend an advising session and obtain a signed statement from a program faculty member verifying attendance. See list of academic advisors published in *On Course*.
E. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.
F. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting official copies of college transcripts to the Admissions office, other than TTC transcripts, OR, complete six semester credit hours with a minimum grade of C in each course, and a cumulative 2.0 GPA.
G. Maintain a minimum cumulative 2.0 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.
H. Achieve the appropriate math score on TTC's placement test.
I. Submit proof of a minimum of five hours of observation of a certified dental assistant or a graduate of an ADA-accredited dental assisting program working in a dental practice. The applicant is responsible for arranging the observation time.
J. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

III. General Admission Procedures for the Expanded Duty Dental Assisting Program
Prior to admission to the program, provide the TTC program coordinator with a completed, current Allied Health-Student Health Record. Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Expanded Duty Dental Assisting program.

Readmission to a Program

Students who receive a W, D or F in a prerequisite or corequisite course may request consideration for readmission to the program. Readmission to the program is not automatic. Specific policies and procedures for readmission are listed in the Dental Services Department Policies and Procedures Manual. See the Allied Health Sciences overview.

Course Sequence and Progression

To progress to the next Expanded Duty Dental Assisting course, the student must:
1. Achieve a grade of C or better in each professional course.
2. Achieve a grade of C or better in all prerequisites and corequisites for professional courses and all support classes.

Recommended Sequence of Courses

First Semester – Fall

CPT 101	Introduction to Computers	3
DAT 114	Dental Emergencies and Medicine	3
DAT 115	Ethics and Professionalism	1
DAT 118	Dental Morphology	2
DAT 123	Oral Medicine/Oral Biology	3
DAT 154	Clinical Procedures I	4
DHG 244	Dental Materials	3
		Total 19

Second Semester – Spring

DAT 121	Dental Health Education	2
DAT 122	Dental Office Management	2
DAT 124	Expanded Functions/Specialties	1
DAT 127	Dental Radiography	4
DAT 185	Dental Specialties	5
ENG 101	English Composition I	3
or		
ENG 150	Basic Communications	3
		Total 17

Third Semester – Summer

DAT 177	Dental Office Experience	7
PSY 201	General Psychology	3
		Total 10

Expanded Duty Dental Assisting

Diploma in Applied Science
Credit Requirements: 46 Semester Credit Hours
Part-time

The Expanded Duty Dental Assisting program prepares students for dental assisting procedures under the direct supervision of a licensed dentist. The program is accredited by the Commission on Dental Accreditation of the American Dental Association. Graduates are certified in infection control and radiation health and safety and are eligible for certification in monitoring nitrous oxide sedation by the South Carolina State Board of Dentistry. Upon satisfactory completion of the Dental Assisting National Board, graduates are designated certified dental assistants.

Admission Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements. Classes in this program begin Fall Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements
Achieve admission to the college by meeting TTC's requirements for diploma programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Expanded Duty Dental Assisting program.

II. Program Admission Requirements
Applicants should ensure that documentation of each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. Achieve qualifying scores on the College's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.
B. Complete all courses indicated by TTC's placement test, SAT or ACT scores, if applicable.
C. Complete an Allied Health application for the program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Allied Health application was received in the Admissions office.

D. Attend an advising session and obtain a signed statement from a program faculty member verifying attendance. See list of academic advisors published in *On Course*.

E. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.

F. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting official copies of college transcripts to the Admissions office, other than TTC transcripts, OR, complete six semester credit hours with a minimum grade of C in each course, and a cumulative 2.0 GPA.

G. Maintain a minimum cumulative 2.0 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

H. Achieve the appropriate math score on TTC's placement test.

I. Submit proof of a minimum of five hours of observation of a certified dental assistant or a graduate of an ADA-accredited dental assisting program working in a dental practice. The applicant is responsible for arranging the observation time.

J. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

III. General Admission Procedures for the Expanded Duty Dental Assisting Program

Prior to admission to the program, provide the TTC program coordinator with a completed, current Allied Health-Student Health Record. Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Expanded Duty Dental Assisting program.

Readmission to a Program

Students who receive a W, D or F in a prerequisite or corequisite course may request consideration for readmission to the program. Readmission to the program is not automatic. Specific policies and procedures for readmission are listed in the Dental Services Department Policies and Procedures Manual. See the Allied Health Sciences overview.

Course Sequence and Progression

To progress to the next Expanded Duty Dental Assisting course, the student must:

1. Achieve a grade of C or better in each professional course.
2. Achieve a grade of C or better in all prerequisites and corequisites for professional courses and all support classes.

Recommended Sequence of Courses

First Semester – Spring

CPT 101	Introduction to Computers	3
DAT 123	Oral Medicine/Oral Biology	3
ENG 101	English Composition I	3
or		
ENG 150	Basic Communications	3
		Total 9

Second Semester – Summer

DAT 114	Dental Emergencies and Medicine	3
DAT 115	Ethics and Professionalism	1
PSY 201	General Psychology	3
		Total 7

Third Semester – Fall

DAT 118	Dental Morphology	2
DAT 124	Expanded Functions/Specialties	1
DAT 154	Clinical Procedures I	4
DHG 244	Dental Materials	3
		Total 10

Fourth Semester – Spring

DAT 121	Dental Health Education	2
DAT 122	Dental Office Management	2
DAT 127	Dental Radiography	4
DAT 185	Dental Specialties	5
		Total 13

Fifth Semester – Summer

DAT 177	Dental Office Experience	7
		Total 7

Medical Assisting

Diploma in Applied Science
Credit Requirements: 52 Semester Credit Hours

The Medical Assisting program prepares students to help other health care providers examine and treat patients and perform routine tasks needed to keep offices running smoothly. Duties may be administrative, clinical or both. Students who work in a small office or health care facility may handle both clinical and clerical duties. Students working in an office with a sizable staff will probably specialize in either the clinical or administrative aspects of the job.

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP – www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE). CAAHEP, 1361 Park St., Clearwater, FL 33756, 727.210.2350. Graduates of the program are eligible to take the national AAMA certification examination.

Admission Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements. The program begins Summer Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements
Achieve admission to the college by meeting TTC's requirements for diploma programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Medical Assisting program.

II. Program Admission Requirements
Applicants should ensure that each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.
B. Complete an Allied Health application for the Medical Assisting program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Allied Health application was received in the Admissions office.

C. Attend an advising session and obtain a signed statement from a program faculty advisor verifying attendance. Advising session schedules are posted on the bulletin board located on the second floor of the Health Sciences Building (Bldg. 630), Room 206.
D. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.
E. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting official copies of college transcripts to the Admissions office, other than TTC transcripts, OR, complete six semester credit hours with a minimum grade of C in each course, and a cumulative 2.0 GPA.
F. Achieve the appropriate math score on TTC's placement test
OR
1. Complete MAT 101 Beginning Algebra with a minimum grade of C,

OR

2. Complete a beginning algebra course equivalent to MAT 101 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

G. Provide proof of current CPR certification. Students must maintain a current CPR card through entire program.

H. Provide proof of keyboarding skills by completing AOT 105 Keyboarding or high school keyboarding with a minimum grade of C.

I. Maintain a minimum cumulative 2.0 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

J. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

K. AHS 104 Medical Vocabulary/Anatomy completed within five years.

Note: Students who intend to complete the Associate Degree in Occupational Technology need to complete appropriate prerequisites for the math and English requirements.

III. General Admission Procedures for the Medical Assisting Program

Prior to admission to the program, provide the TTC program coordinator with a completed, current Allied Health-Student Health Record. Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Medical Assisting program.

IV. Course Progression

In order to progress to the next semester once accepted into the program, students must:

1. Earn a C or better in the lecture, laboratory and clinical components of all Medical Assisting courses.
2. Earn a satisfactory grade of S on professional development evaluation.
3. Earn a C or better in all prerequisite, corequisite and support courses.
4. Maintain a minimum 2.0 cumulative GPA throughout the program.
5. Successfully meet a stringent clinical attendance policy.

Readmission to a Program

Students who receive a W, D or F in a prerequisite or corequisite course may request consideration for readmission to the Medical Assisting program. Readmission to the program is not automatic. See the Allied Health Sciences overview.

Recommended Sequence of Courses

Prerequisite

AHS 104	Medical Vocabulary/Anatomy	3
		Total 3

First Semester – Summer

AHS 105	Medical Ethics and Law	2
AHS 114	Basic First Aid	1
AHS 121	Basic Pharmacology	2
AHS 142	Phlebotomy	2
AHS 170	Fundamentals of Disease	3
MED 102	Introduction to the Medical Assisting Profession	2
MED 131	Administrative Skills of Medical Office I	2
		Total 14

Second Semester – Fall

CPT 101	Introduction to Computers	3
MED 107	Medical Office Management	4
MED 114	Medical Assisting Clinical Procedures	4
MED 115	Medical Office Lab Procedures I	4
MED 132	Administrative Skills of Medical Office II	3
		Total 18

Third Semester – Spring

CPT 179	Microcomputer Word Processing	3
ENG 101	English Composition I	3
or		
*ENG 150	Basic Communication	3
MED 158	Clinical Office Experience	8
PSY 201	General Psychology	3
		Total 17

Associate Degree Completion Program

Associate in Applied Science
General Technology
Medical Assisting Career Path

The Medical Assisting associate degree completion program is designed for medical assistants who need an associate degree for career advancement or transfer purposes. Students who have completed the Medical Assisting diploma program as outlined above will be eligible for an associate in Applied Science-General Technology upon completion of the following general education and secondary specialty courses. A grade point average of 2.0 on all college work presented to fulfill program requirements is required for graduation.

BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
IDS 201	Leadership Development	3
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
PSY 203	Human Growth and Development	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
MGT 101	Principles of Management	3
MGT 120	Small Business Management	3
or		
MKT 101	Marketing	3
or		
PSY 212	Abnormal Psychology	3
or		
SPA 101	Elementary Spanish I	4
		Total 26-27

**Students who intend to pursue a degree in General Technology should select ENG 101.*

Ophthalmic Clinical Assistant

Diploma in Applied Science
Credit Requirements: 40 Semester Credit Hours

The Ophthalmic Clinical Assistant program prepares students to provide support services to ophthalmologists and optometrists. The ophthalmic clinical assistant is an important member of the eye care team, supplying vital information to the doctor who is treating the patient.

Admission Requirements

Applicants will be admitted to this program on a first-qualified, first admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements
Achieve admission to the college by meeting TTC's requirements for diploma programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Ophthalmic Clinical Assisting program.

II. Program Admission Requirements
Applicants should ensure that each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete an Allied Health application for the Ophthalmic Clinical Assisting program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Allied Health application was received in the Admissions office.

C. Attend an advising session and obtain a signed statement from a program faculty advisor verifying attendance. Advising session schedules are posted on the bulletin board located on the second floor of the Health Sciences Building (Bldg. 630), Room 206.

D. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.

E. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting official copies of college transcripts to the Admissions office, other than TTC transcripts, OR, complete six semester credit hours with a minimum grade of C in each course, and a cumulative 2.0 GPA.

F. Achieve the appropriate math score on TTC's placement test
OR
1. Complete MAT 101 Beginning Algebra with a minimum grade of C,

OR
2. Complete a beginning algebra course equivalent to MAT 101 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

G. Achieve the appropriate reading score on the TTC placement test, SAT or ACT
OR
Complete RDG 100 Critical Reading with a minimum grade of C.

H. Achieve the appropriate English score on the TTC placement test, SAT or ACT
OR
Complete ENG 100 Introduction to Composition with a minimum grade of C.

I. Provide proof of current CPR certification. Students must maintain a current CPR card through entire program.

J. Maintain a minimum cumulative 2.0 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

K. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

L. Prior to admission to the program, provide the TTC program coordinator with a completed, current Allied Health–Student Health Record.

Recommended Sequence of Courses

First Semester – Fall

AHS 104	Medical Vocabulary and Anatomy	3
AHS 106	Cardiopulmonary Resuscitation	1
BIO 115	Basic Microbiology	3
OPH 101	Introduction to Ophthalmic Clinical Assisting	4
OPH 103	Ophthalmic Clinical Assisting I	6
	Total	**17**

Second Semester – Spring

CPT 101	Introduction to Computers	3
OPH 113	Ophthalmic Clinical Assisting II	4
OPH 110	Ophthalmic Clinical Assisting Practicum I	5
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
	Total	**15**

Third Semester – Summer

OPH 120	Ophthalmic Clinical Assisting Practicum II	8
	Total	**8**

Pharmacy Technician

Diploma in Applied Science
Credit Requirements: 42 Semester Credit Hours

The Pharmacy Technician program is accredited by the American Society of Health System Pharmacists. The Pharmacy Technician program prepares students to perform, within the health care setting, a variety of technical duties related to the preparation and dispensing of medication under the direct supervision of a registered pharmacist.

Admission Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all College and program requirements. Classes in this program begin Fall Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements
Achieve admission to the college by meeting TTC's requirements for diploma programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Pharmacy Technician program.

II. Program Admission Requirements
Applicants should ensure that each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Achieve the appropriate score on TTC's placement test
OR
1. Complete MAT 102 Intermediate Algebra or MAT 153 Elementary Algebra II with a minimum grade of C,

OR
2. Complete an intermediate algebra course equivalent to MAT 102/153 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

C. Achieve the appropriate sentence skills scores on TTC's placement test
OR
1. Complete English 100 Introduction to Composition with a minimum grade of C,

OR
2. Complete an introductory English composition course with a minimum grade of C.

Note: Students who intend to complete the Associate Degree in Occupational Technology need to complete appropriate prerequisites for the English requirement.

D. Complete an Allied Health application for the Pharmacy Technician program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Allied Health application was received in the Admissions office.

E. Attend an advising session and obtain a signed statement from a program faculty member verifying attendance. See the list of academic advisors published in *On Course*.

F. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.

G. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA by submitting official copies of college transcripts, other than TTC transcripts, to the Admissions office, OR, complete six semester credit hours with a minimum grade of C in each course, and a cumulative 2.0 GPA.

H. Maintain a minimum cumulative 2.0 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

I. At the time of entry to the program, show evidence of completion of the criminal background check and drug screening required by the college. Students entering the associate degree in Applied Science – General Technology program may submit a letter of recommendation from their employer in lieu of a background check.

III. General Admission Procedures for the Pharmacy Technician Program
Prior to admission to the program, provide the TTC program coordinator with a completed, current Allied Health-Student Health Record. Applicants who meet college and program requirements will be considered qualified and

will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted.

You must receive a satisfactory background check before the mandatory program orientation session. Note: S.C. Code of Law prohibits pharmacies from employing anyone who has been convicted of a felony offense relating to controlled substances.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Pharmacy Technician program.

IV. Course Progression

In order to progress to the next semester once accepted into the program, students must:

1. Earn a C or better in the lecture, laboratory and clinical components of all Pharmacy Technician courses.
2. Earn a satisfactory grade of S on professional development evaluations.
3. Earn a C or better in all prerequisite, corequisite and support courses.
4. Maintain a minimum 2.0 cumulative GPA throughout the program.
5. Successfully meet a stringent clinical attendance policy.

Readmission to a Program

Students who receive a W, D or F in a prerequisite, corequisite or PHM course may request consideration for readmission to the Pharmacy Technician program. Readmission to the program is not automatic. See the Allied Health Sciences overview.

Recommended Sequence of Courses

First Semester – Fall

AHS 104	Medical Vocabulary/Anatomy	3
AHS 106	Cardiopulmonary Resuscitation	1
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
PHM 101	Introduction to Pharmacy Tech	3
PHM 113	Pharmacy Technician Math	3
	Total 16	

Second Semester – Spring

PHM 110	Pharmacy Practice	4
PHM 114	Therapeutic Agents I	3
PHM 152	Pharmacy Technician Practicum I	2
PHM 175	Pharmacy Technician Practicum	3
SPC 209	Interpersonal Communication	3
	Total 15	

Third Semester – Summer

BIO 115	Basic Microbiology	3
PHM 118	Community Pharmacy Seminar	1
PHM 124	Therapeutic Agents II	3
PHM 164	Pharmacy Technician Practicum II	4
	Total 11	

Associate Degree Completion Program

Associate in Applied Science
General Technology
Pharmacy Technician Career Path

The Pharmacy Technician associate degree completion program is designed for pharmacy technicians who need an associate degree for career advancement or transfer purposes. Students who have completed the Pharmacy Technician diploma program as outlined above (with ENG 101) will be eligible for an Associate in Applied Science-General Technology upon completion of the following general education and secondary specialty courses. A grade point average of 2.0 on all college work presented to fulfill program requirements is required for graduation.

BIO 210	Anatomy and Physiology I	4
or		
CHM 110	College Chemistry I	4
or		
SPA 101	Elementary Spanish I	4
IDS 201	Leadership Development	3
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
MGT 101	Principles of Management	3
MGT 270	Managerial Communication	3
MGT 150	Fundamentals of Supervision	3
PHM 201	Pharmacy Management	2
PSY 201	General Psychology	3
	Total 24	

Allied Health Preparation

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

This certificate assists students in preparing for careers in Allied Health Sciences professions and strengthens the academic skills of students seeking admission to an Allied Health Sciences program.

To be admitted to this program, you must be a high school graduate or possess a GED, and achieve qualifying scores on the SAT or ACT or on TTC's placement test for the courses in which you enroll. Students must meet with an academic advisor to discuss their academic plan.

Recommended Sequence of Courses
First Semester

*BIO 210	Anatomy and Physiology I	4
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
**MAT 110	College Algebra	3
		Total 13

Second Semester

AHS 106	Cardiopulmonary Resuscitation	1
*BIO 211	Anatomy and Physiology II	4
PSY 201	General Psychology	3
***SPC 205	Public Speaking	3
ELE AHS	Select one course that will satisfy your future career path.	3
		Total 14

Allied Health Preparation Electives

AHS 101	Introduction to Health Professions	2
AHS 104	Medical Vocabulary/Anatomy	3
AHS 142	Phlebotomy	2
AHS 170	Fundamentals of Disease	3
BIO 101	Biological Science I	4
BIO 115	Basic Microbiology	3
BIO 225	Microbiology	4
CHM 105	General Organic and Biochemistry	4
PSY 203	Human Growth and Development	3

- Students planning to enter the Veterinary Technology program must choose BIO 101 or BIO 115.
- Students planning to enter the Dental Hygiene program must complete BIO 225 or CHM 105.
- Students planning to enter the Occupational Therapy Assistant program must choose PSY 203.

* *Students planning to enter the MLT program should choose BIO 112 and CHM 110 instead of BIO 210 and BIO 211; students planning to enter the Veterinary Technology program must substitute either BIO 101 or BIO 115.*

** *Students planning to enter the Dental Hygiene, Physical Therapist Assistant, Occupational Therapy Assistant, and Veterinary Technology programs may substitute MAT 120; RES students must take MAT 110.*

*** *May substitute SPC 209 for SPC 205. RES students may substitute HSS 201.*

Massage Therapy

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours
Full-time

The Massage Therapy program prepares a student for employment as a massage therapist. Swedish, sports and deep tissue massage techniques are emphasized. Chair massage, neuromuscular therapy and Eastern massage techniques also are introduced.

Employment opportunities include private practice, physical fitness facilities, hotels/resorts, sports medicine clinics and health care facilities.

Graduates are eligible to take the National Certification Examination administered by the National Certification Board for Therapeutic Massage and Bodywork.

Admission Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all College and program requirements. Classes in this program begin Fall Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements

Achieve admission to the college by meeting TTC's requirements for certificate programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Massage Therapy program.

II. Program Admission Requirements

Applicants should ensure that each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete an Allied Health application for the Massage Therapy program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Allied Health application was received in the Admissions office.

C. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.

D. Submit official copies of all college transcripts, other than TTC transcripts, to the Admissions office.

E. Attend an advising session and obtain a signed statement from a program faculty member verifying attendance.

F. Maintain a minimum cumulative 2.0 GPA for courses taken at TTC, and not be on academic suspension or disciplinary suspension at the time of admission and date of entry into the program.

G. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

III. General Admission Procedures for the Massage Therapy Program

Prior to admission to the program, provide the TTC program coordinator with a completed, current Allied Health-Student Health Record. Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted.

Readmission to a Program

Students who receive a W, D or F in a prerequisite or corequisite course may request consideration for readmission to the Massage Therapy program. Readmission to the program is not automatic. See the Allied Health Sciences overview.

Recommended Sequence of Courses

First Semester – Fall

*BIO 112	Basic Anatomy and Physiology	4
MTH 120	Introduction to Massage	4
MTH 121	Principles of Massage I	4
MTH 124	Massage Business Applications	3
MTH 127	Principles of Massage III	3
	Total	**18**

Second Semester – Spring

AHS 106	Cardiopulmonary Resuscitation	1
*BIO 238	Musculoskeletal System Anatomy	3
MTH 122	Principles of Massage II	4
MTH 128	Clinical Applications of Massage Therapy	4
	Total	**12**

**BIO 112 is a prerequisite of BIO 238 and may not be taken at the same time.*

Medical Record Coder

Certificate in Applied Science
Credit Requirements: 37 Semester Credit Hours

A medical record coder is a health information management professional who focuses on medical record management. Health care statistics, indexes, databases, regulatory requirements, procedural coding, billing and compliance are major components of this profession.

The Medical Recorder Coder program prepares students for employment as a medical record coder. Graduates will be eligible to take the certification and registry examinations administered by the American Health Information Management Association and American Academy of Professional Coders.

Admission Requirements

Applicants will be admitted to this program on a first-qualified, first admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all TTC and program requirements. Classes begin Spring Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements

Achieve admission to the college by meeting the college's requirements for certificate programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Medical Record Coder program.

II. Program Admission Requirements

Applicants should ensure that each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete an Allied Health application for the Medical Record Coder program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Allied Health application was received in the Admissions office.

C. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.

D. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting official copies of college transcripts, other than TTC transcripts, OR, complete six semester hours with a minimum grade of C in each course, and a cumulative 2.0 GPA.

E. Achieve the equivalent math score on TTC's placement test,
OR
Complete MAT 032 (Developmental Mathematics) with a minimum grade of C,
OR
Complete a math course equivalent to MAT 032 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

F. Achieve the equivalent English score on TTC's placement test,
OR
Complete ENG 100 with a minimum grade of C.

G. Maintain a minimum cumulative 2.0 GPA for courses taken at TTC, and not be on academic probation/suspension or disciplinary suspension at the time of admission and date of entry into the program.

H. Complete these prerequisite courses with a grade of C or better: AHS 104 Medical Vocabulary/Anatomy; BIO 112 Basic Anatomy and Physiology; CPT 101 Introduction to Computers; MAT 155 Contemporary Mathematics.

I. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

III. General Admission Procedures for the Medical Record Coder Program

Applicants who meet TTC and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted.

IV. Course Progression

To progress to the next Medical Record Coder course, the student must meet the following requirements:

1. Earn a C or better in the lecture, laboratory and clinical components of all HIM courses.
2. Earn a satisfactory grade of S on all professional development evaluations.
3. Achieve a grade of C or better in all prerequisites and corequisites for professional courses.

V. Readmission to the Medical Record Coder Program

Students who receive a W, D or F in a prerequisite, corequisite or HIM course may request consideration for readmission to the Medical Record Coder program. Readmission to the program is not automatic. See the Allied Health Sciences overview.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Medical Record Coder program.

Recommended Sequence of Courses

Prerequisites

AHS 104	Medical Vocabulary/Anatomy	3
BIO 112	Basic Anatomy and Physiology	4
CPT 101	Introduction to Computers	3
MAT 155	Contemporary Mathematics	3
	Total	**13**

First Semester – Spring

AHS 170	Fundamentals of Disease	3
HIM 110	Health Information Science I	3
HIM 140	Current Procedural Terminology I	3
HIM 216	Coding and Classification I	3
	Total	**12**

Second Semester – Summer

AHS 105	Medical Ethics and Law	2
AHS 121	Basic Pharmacology	2
HIM 141	Current Procedural Terminology II	3
HIM 150	Coding Practicum I	3
HIM 225	Coding and Classification II	3
	Total	**13**

Third Semester – Fall

HIM 130	Billing and Reimbursement	3
HIM 228	Coding Seminars	2
HIM 264	Clinical Practice	4
HIM 266	Computers in Health Care	3
	Total	**12**

Pharmacy Technician

Certificate in Applied Science

Credit Requirements: 22 Semester Credit Hours

The Pharmacy Technician certificate program prepares students to perform a variety of technical duties related to the preparation and dispensing of medication under the direct supervision of a registered pharmacist. Upon completion of this program, students will be eligible to apply for SC Board of Pharmacy state certification.

Admission Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all TTC and program requirements. Classes in this program begin Summer Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements

Achieve admission to TTC by meeting the college's requirements for diploma programs. See the current college Catalog. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

NOTE: Admission to TTC does not guarantee admission to the Pharmacy Technician program.

II. Program Admission Requirements

Applicants should ensure that each of the following admission requirements is on file in the Admissions and Records office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. To receive experiential credit for clinical courses submit affidavit of employment of 1,000 hours or more from employer on company letterhead and copy of SCBOP registration.

B. Submit proof of PTCB Certification (copy of PTCB certificate).

C. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

D. Achieve the appropriate Math score on TTC's Placement Test,
or
Complete MAT 102 (Intermediate Algebra) with a minimum grade of C,
or
Complete an intermediate algebra course equivalent to MAT 102 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

E. Achieve the appropriate reading/writing score on TTC's placement test,
or
Complete English 100 (Introduction to Composition) with a minimum grade of C,
or
Complete an introductory English composition course with a minimum grade of C.

F. Complete an Allied Health application for the Pharmacy Technician program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Allied Health application was received in the Admissions and Records office.

G. Attend an advising session and obtain a signed statement from a program faculty member verifying attendance. (Advising session schedules are posted on the bulletin board located on the second floor of Building 630, Room 206.)

H. Provide proof of graduation from an accredited high school or equivalent by submitting a copy of your high school transcript, diploma or GED.

I. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA by submitting official copies of college transcripts, other than TTC transcripts, OR, complete six semester hours with a minimum grade of C in each course, and a cumulative 2.0 GPA.

I. Maintain a minimum cumulative 2.0 GPA for courses taken at TTC, and not be on academic probation/suspension or disciplinary suspension at the time of admission and date of entry into the program.

K. Criminal Background Check/Drug Screening
All students applying to programs in the Allied Health Sciences Division are required to have completed a criminal background check and drug screening. Results of the criminal background check and drug screening could affect the student's ability to complete required clinical rotations and/or become credentialed (conviction of a felony could make a student ineligible to take the licensing exam(s) required by the profession upon graduation). Faculty advisors will provide information about the criminal background check and drug screening procedures at the program open advising.

Note: S.C. Code of Law prohibits pharmacies from employing anyone who has been convicted of a felony offense relating to controlled substances.

III. General Admission Procedures for the Pharmacy Technician Program
Applicants who meet TTC and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted. See College Catalog for course progression requirements.

IV. Readmission to the Pharmacy Technician Program
Students who receive a W, D or F in a prerequisite, corequisite or PHT course may request consideration for readmission to the Pharmacy Technician program. Readmission to the program is not automatic.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Pharmacy Technician program.

Recommended Sequence of Courses

First Semester – Fall

PHM 101	Introduction to Pharmacy Technician	3
PHM 113	Pharmacy Technician Math	3
PHM 114	Therapeutic Agents I	3
PHM 152*	Pharmacy Technician Practicum I	2
		Total 11

Second Semester – Spring

PHM 110	Pharmacy Practice	4
PHM 124	Therapeutic Agents II	3
PHM 164*	Pharmacy Technician Practicum II	4
		Total 11

**Students who are certified by the Pharmacy Technician Certification Board and who can document at least 2,000 hours of employment as pharmacy technicians may be eligible for experiential learning credit for these courses.*

Business Technology

Overview

TTC's Business Technology programs are designed to prepare students for entry-level positions in business, industry and government. Responding to the needs of the growing business community, the Business Technology associate degree and certificate programs combine academic theory with hands-on training using state-of-the-art equipment. TTC's associate degree programs in Accounting, General Business, Management, Office Systems Technology and Computer Technology are accredited by the Association of Collegiate Business Schools and Programs.

General Information

As with all TTC programs, students interested in Business Technology programs should consult with a faculty advisor to discuss program requirements, class times and frequency of offerings. For more information, call 843.574.6252.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Programs of Study

Associate Degree Programs
Accounting
Administrative Office Technology
Computer Technology
  Computer Programming
  Information Systems Specialist
General Business
  Customer Service
  e-Commerce
  International Business
  Marketing
  Small Business/Entrepreneurship
Management
  Business Information Systems
  Corporate Quality
  Fire Service
  Human Resources
  Leadership Development
  Transportation and Logistics
Telecommunications Systems Management

Certificate Programs
A+/Network+ Technician
Bookkeeping
Business Information Systems
Cisco Certified Network Associate
Cisco Certified Network Professional
Computer Game Design
Computer Network Technician
Corporate Quality
Customer Service
Database
e-Commerce
International Business
Internet Programming
Leadership Development
Medical Office Specialist
Medical Transcriptionist
Microcomputer Business Applications
Microcomputer Expert User
Microcomputer Programming
Microsoft Network Operations
Network Security
Professional Accountancy
Small Business/Entrepreneurship
Transportation and Logistics
UNIX Systems Operations

Accounting

Associate in Applied Science
Credit Requirements: 69 Semester Credit Hours
Day/Evening/Fall/Summer

The Accounting program prepares students for entry-level positions in the field of accounting. Typical jobs include full-charge bookkeeper and junior accountant.

Recommended Sequence of Courses
First Semester

ACC 111	Accounting Concepts	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MKT 101	Marketing	3
		Total 12

Second Semester

ACC 112	Organizational Accounting	3
ACC 124	Individual Tax Procedures	3
ACC 245	Accounting Applications	3
BUS 121	Business Law	3
ECO 210	Macroeconomics	3
		Total 15

Third Semester

ACC 201	Intermediate Accounting I	3
ACC 102	Accounting Principles II	3
ACC 150	Payroll Accounting	3
ACC 240	Computerized Accounting	3
	Total 12	

Fourth Semester

ACC 202	Intermediate Accounting II	3
ACC 221	Corporate Taxation	3
ACC 265	Not-for-Profit Accounting	3
MAT 120	Probability and Statistics	3
IDS 201	Leadership Development	3
	Total 15	

Fifth Semester

ACC 203	Intermediate Accounting III	3
ACC 226	Tax Audit and Research	3
ACC 260	Auditing	3
ENG 260	Advanced Technical Communications	3
ACC 275	Selected Topics in Accounting	3
	Total 15	

Administrative Office Technology

Associate in Applied Science
Office Administration Career Path
Credit Requirements: 71 Semester Credit Hours

The Administrative Office Technology program prepares students for office work in business, industry, medical or legal offices. Students who have successfully completed the Certified Professional Secretaries exam or the Certified Administrative Professional exam may receive semester credit. See the department head for more information.

Recommended Sequence of Courses
First Semester

AOT 106	Keyboarding Lab I	1
BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
MKT 130	Customer Service Principles	3
	Total 16	

Second Semester

AOT 107	Keyboarding Lab II	1
AOT 134	Office Communications	3
AOT 137	Office Accounting	3
AOT 250	Advanced Information Processing	3
AOT 265	Office Desktop Publishing	3
CPT 179	Microcomputer Word Processing	3
	Total 16	

Third Semester

AOT 161	Records Management	3
BUS 220	Business Ethics	3
ELE AOT	Select one course from AOT Electives	3
ELE HUM	Select one course from Humanities Electives on page B-3	3
	Total 12	

Fourth Semester

AOT 234	Administrative Office Communications	3
AOT 251	Administrative Systems and Procedures	3
or		
AOT 252	Medical Systems and Procedures	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheets	3
MGT 110	Office Management	3
	Total 15	

Fifth Semester

AOT 267	Integrated Information Processing	3
CPT 270	Advanced Microcomputer Applications	3
ECO 210	Macroeconomics	3
ELE AOT	Select one course from AOT Electives	3
	Total 12	

Administrative Office Technology Electives

ACC 150 Payroll Accounting (ACC 101 prereq)
AOT 212 Medical Document Production
BUS 110 Entrepreneurship
BUS 112 Service Management Systems
BUS 121 Business Law
BUS 176 International Marketing
BUS 210 Introduction to e-Commerce
BUS 230 Purchasing
BUS 250 Introduction to International Business
CPT 220 e-Commerce
FRE 101 Elementary French I
FRE 102 Elementary French II
GER 101 Elementary German I
GER 102 Elementary German II
MGT 101 Principles of Management

MGT 120 Small Business Management
MGT 121 Small Business Operations
MGT 150 Fundamentals of Supervision
MGT 160 Managerial Motivation
MGT 201 Human Resource Management
MGT 210 Employee Selection and Retention
MGT 270 Managerial Communication
MKT 101 Marketing
MKT 110 Retailing
MKT 120 Sales Principles
MKT 135 Customer Service Techniques
MKT 210 Merchandising
MKT 240 Advertising
MKT 250 Consumer Behavior
MKT 260 Marketing Management
SPA 101 Elementary Spanish I
SPA 102 Elementary Spanish II

Computer Technology

Associate in Applied Science
Computer Programming Career Path
Credit Requirements: 72 Semester Credit Hours

This program prepares students for employment as programmers.

Recommended Sequence of Courses

First Semester – Fall

CPT 102	Basic Computer Concepts	3
CPT 172	Microcomputer Database	3
CPT 232	C++ Programming I	3
ENG 101	English Composition I	3
MAT 109	College Algebra with Modeling	3
or		
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
		Total 15

Second Semester – Spring

ACC 101	Accounting Principles I	3
CPT 220	e-Commerce	3
CPT 233	C++ Programming II	3
CPT 242	Database	3
CPT 257	Operating Systems	3
		Total 15

Third Semester – Summer

BUS 101	Introduction to Business	3
CPT 236	Introduction to Java Programming	3
IST 220	Data Communications	3
IST 239	Datum and JavaScript	3
		Total 12

Fourth Semester – Fall

CPT 212	Visual Basic Programming	3
CPT 239	Active Server Pages	3
or		
CPT 283	PHP Programming I	3
CPT 270	Advanced Microcomputer Applications	3
IST 272	Relational Database	3
MGT 270	Managerial Communication	3
		Total 15

Fifth Semester – Spring

CPT 244	Data Structures	3
CPT 264	Systems and Procedures	3
CPT 288	Computer Game Development	3
ECO 210	Macroeconomics	3
ELE HUM	Select one course from Humanities Elective on page B-3	3
		Total 15

Computer Technology

Associate in Applied Science
Information Systems Specialist Career Path
Credit Requirements: 72 Semester Credit Hours

This program prepares students for careers in a variety of information technology areas. It gives students a foundation in computer hardware, computer applications, computer programming, the Internet and computer networking. Information systems administrators are involved in many different aspects of computer technology and can expect to employ their skills in a variety of ways to assist all computer users in commercial settings. This program also allows students to become independent contractors, working with individuals and small businesses to overcome computer-related problems.

Recommended Sequence of Courses

First Semester – Fall

CPT 102	Basic Computer Concepts	3
CPT 114	Computers and Programming	3
CPT 124	AS/400 Operations	3
CPT 172	Microcomputer Database	3
CPT 220	e-Commerce	3
		Total 15

Second Semester – Spring

CPT 207	Complex Computer Applications	3
CPT 255	Operating System Fundamentals	3
ENG 101	English Composition I	3
IST 220	Data Communications	3
MAT 109	College Algebra with Modeling	3
or		
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
		Total 15

Third Semester – Summer

CPT 174	Microcomputer Spreadsheets	3
CPT 179	Microcomputer Word Processing	3
CPT 209	Computer Systems Management	3
ELE CPT	Select one course from Computer Technology Electives	3
		Total 12

Fourth Semester – Fall

CPT 257	Operating Systems	3
CPT 270	Advanced Microcomputer Applications	3
ELE CPT	Select one course from Computer Technology Electives	3
ELE CPT	Select one course from Computer Technology Electives	3
MGT 270	Managerial Communication	3
		Total 15

Fifth Semester – Spring

CPT 264	Systems and Procedures	3
ECO 210	Macroeconomics	3
ELE CPT	Select one course from Computer Technology Electives	3
ELE CPT	Select one course from Computer Technology Electives	3
ELE HUM	Select one course from Humanities Electives on page B-3	3
		Total 15

Computer Technology Electives

Microcomputer Programming

CPT 212	Visual Basic Programming	3
CPT 232	C++ Programming I	3
CPT 233	C++ Programming II	3
CPT 244	Data Structures	3
CPT 236	Introduction to Java Programming	3

Internet Programming

CPT 239	Active Server Pages	3
CPT 283	PHP Programming I	3
IST 239	Datum and JavaScript	3

Unix Systems Operations

IST 166	Network Fundamentals	3
IST 190	Linux Essentials	3
IST 191	Linux System Administration	3
IST 192	Linux Network Applications	3

Cisco Routing

IST 201	Cisco Internetworking Concepts	3
IST 202	Cisco Router Configuration	3
IST 203	Advanced Cisco Router Configuration	3
IST 204	Cisco Troubleshooting	3

Database

CPT 242	Database	3
IST 272	Relational Database	3

A+

CPT 210	Computer Resource Management	3
IST 161	Introduction to Network Administration	3
IST 166	Network Fundamentals	3
IST 190	Linux Essentials	3
IST 293	IT and Data Assurance I	3

Computer Gaming

CPT 288	Computer Game Development	3

Other

CWE	Cooperative Work Experience	
IST 286	Technical Support Internship I	3

General Business

Associate in Applied Science
Customer Service Career Path
Credit Requirements: 69 Semester Credit Hours

The General Business/Customer Service career path prepares students for careers in service-related industries, including the fundamentals of customer service and the makeup of service businesses. Students will study customer relationship management, process standards, measurement systems and the importance of human assets in a firm's internal network along with the philosophy of customer service.

Recommended Sequence of Courses

First Semester – Fall

BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
		Total 12

Second Semester – Spring

ACC 101	Accounting Principles I	3
IDS 201	Leadership Development	3
MGT 101	Principles of Management	3
MGT 270	Managerial Communication	3
MKT 101	Marketing	3
	Total 15	

Third Semester – Summer

BUS 121	Business Law I	3
BUS 220	Business Ethics	3
MKT 120	Sales Principles	3
MKT 130	Customer Service Principles	3
	Total 12	

Fourth Semester – Fall

BAF 101	Personal Finance	3
CPT 220	e-Commerce	3
ECO 210	Macroeconomics	3
MKT 135	Customer Service Techniques	3
TRL 102	Customer Service Management	3
	Total 15	

Fifth Semester – Spring

BUS 112	Service Management	3
MGT 201	Human Resource Management	3
MGT 255	Organizational Behavior	3
or		
ECO 211	Microeconomics	3
MKT 250	Consumer Behavior	3
ELE GBC	Select one course from Customer Service Electives	3
	Total 15	

General Business – Customer Service Career Path Electives

ACC 102	Accounting Principles II	3
ACC 150	Payroll Accounting	3
BAF 201	Principles of Finance	3
BAF 215	Money and Banking	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheets	3
CPT 179	Microcomputer Word Processing	3
CWE	Cooperative Work Experience	3
ECO 207	International Economics	3
ENG 102	English Composition II	3
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 201	Intermediate French I	3
FRE 202	Intermediate French II	3
GER 101	Elementary German I	4
GER 102	Elementary German II	4
GER 201	Intermediate German I	3
GER 202	Intermediate German II	3
HIS 102	Western Civilization Post 1689	3
MGT 150	Fundamentals of Supervision	3
MGT 160	Managerial Motivation	3
MGT 230	Managing Information Resources	3
MGT 235	Production Management	3
MGT 240	Management Decision Making	3
MGT 250	Situational Supervision	3
MGT 270	Managerial Communication	3
MKT 260	Marketing Management	3
PSY 201	General Psychology	3
QAT 101	Introduction to Quality Assurance	3
QAT 105	Total Quality Systems	3
QAT 240	Advanced Quality Concepts	3
ELE SCI	Natural Science Course from page B-4	
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
SPA 201	Intermediate Spanish I	3
SPA 202	Intermediate Spanish II	3
SPC 205	Public Speaking	3
SPC 209	Interpersonal Communication	3
TRL 101	Introduction to Transportation	3
TRL 106	Export/Import	3

General Business

Associate in Applied Science
e-Commerce Career Path
Credit Requirements: 69 Semester Credit Hours

The General Business/e-Commerce career path prepares students for careers in the buying and selling of goods and services using electronic systems. Students will gain knowledge in all aspects of conducting business over the Internet as well as how to operate an online business.

Recommended Sequence of Courses
First Semester – Fall

BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
IDS 201	Leadership Development	3
	Total 12	

Second Semester – Spring

ACC 101	Accounting Principles I	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
MGT 101	Principles of Management	3
MGT 201	Human Resource Management	3
MKT 101	Marketing	3
		Total 15

Third Semester – Summer

BUS 121	Business Law I	3
CPT 220	e-Commerce	3
ECO 210	Macroeconomics	3
MKT 110	Retailing	3
		Total 12

Fourth Semester – Fall

BAF 101	Personal Finance	3
BUS 220	Business Ethics	3
MGT 120	Small Business Management	3
MGT 230	Managing Information Resources	3
MKT 260	Marketing Management	3
		Total 15

Fifth Semester – Spring

CPT 270	Advanced Microcomputer Applications	3
MGT 121	Small Business Operations	3
MGT 255	Organizational Behavior	3
or		
ECO 211	Microeconomics	3
MGT 270	Managerial Communication	3
ELE GBE	Select one course from the e-Commerce Electives	3
		Total 15

General Business – e-Commerce Career Path Electives

ACC 102	Accounting Principles II	3
BAF 201	Principles of Finance	3
BAF 215	Money and Banking	3
BUS 110	Entrepreneurship	3
BUS 176	International Marketing	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheets	3
CPT 179	Microcomputer Word Processing	3
CWE	Cooperative Work Experience	
ECO 207	International Economics	3
ENG 102	English Composition II	3
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 201	Intermediate French I	3
FRE 202	Intermediate French II	3
GER 101	Elementary German I	4
GER 102	Elementary German II	4
GER 201	Intermediate German I	3
GER 202	Intermediate German II	3
HIS 102	Western Civilization Post 1689	3
MGT 150	Fundamentals of Supervision	3
MGT 240	Management Decision Making	3
MKT 120	Sales Principles	3
MKT 130	Customer Service Principles	3
MKT 135	Customer Service Techniques	3
MKT 240	Advertising	3
MKT 250	Consumer Behavior	3
MKT 260	Marketing Management	3
PSC 220	Introduction to International Relations	3
PSY 201	General Psychology	3
QAT 105	Total Quality Systems	3
QAT 110	Manufacturing Methods	3
QAT 201	Quality Cost Analysis/Auditing	3
QAT 240	Advanced Quality Concepts	3
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
SPA 201	Intermediate Spanish I	3
SPA 202	Intermediate Spanish II	3
TRL 101	Introduction to Transportation	3

General Business

Associate in Applied Science
International Business Career Path
Credit Requirements: 69 Semester Credit Hours

The General Business/International Business career path prepares students for careers in the International Business environment. This career path includes studies in the global aspects of business, marketing, economics, and management and their applications to the international arena.

Recommended Sequence of Courses
First Semester – Fall

BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
		Total 12

Second Semester – Spring

ACC 101	Accounting Principles I	3
ECO 210	Macroeconomics	3
IDS 201	Leadership Development	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
		Total 15

Third Semester – Summer

BUS 121	Business Law I	3
BUS 250	Introduction to International Business	3
ECO 207	International Economics	3
PSC 220	Introduction to International Relations	3
		Total 12

Fourth Semester – Fall

BAF 101	Personal Finance	3
BUS 220	Business Ethics	3
CPT 220	e-Commerce	3
MGT 270	Managerial Communication	3
TRL 106	Export/Import	3
		Total 15

Fifth Semester – Spring

BUS 176	International Marketing	3
MGT 201	Human Resource Management	3
MGT 240	Management Decision Making	3
MGT 255	Organizational Behavior	3
or		
ECO 211	Microeconomics	3
ELE GBI	Select one course from International Business Electives	3
		Total 15

General Business – International Business Career Path Electives

ACC 102	Accounting Principles II	3
BAF 201	Principles of Finance	3
BAF 215	Money and Banking	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheets	3
CPT 179	Microcomputer Word Processing	3
CWE	Cooperative Work Experience	
ENG 102	English Composition II	3
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 201	Intermediate French I	3
FRE 202	Intermediate French II	3
GER 101	Elementary German I	4
GER 102	Elementary German II	4
GER 201	Intermediate German I	3
GER 202	Intermediate German II	3
HIS 102	Western Civilization Post 1689	3
MGT 150	Fundamentals of Supervision	3
MGT 230	Managing Information Resources	3
MGT 235	Production Management	3
MKT 120	Sales Principles	3
MKT 130	Customer Service Principles	3
MKT 135	Customer Service Techniques	3
MKT 240	Advertising	3
MKT 250	Consumer Behavior	3
MKT 260	Marketing Management	3
PSY 201	General Psychology	3
QAT 101	Introduction to Quality Assurance	3
ELE SCI	Natural Science course from page B-4	
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
SPA 201	Intermediate Spanish I	3
SPA 202	Intermediate Spanish II	3
SPC 205	Public Speaking	3
SPC 209	Interpersonal Communication	3
TRL 101	Introduction to Transportation	3
TRL 102	Customer Service Management	3

General Business

Associate in Applied Science
Marketing Career Path
Credit Requirements: 69 Semester Credit Hours

The General Business/Marketing career path prepares students for careers in the various aspects of marketing including retailing, sales and advertising. Students will gain knowledge in the areas of pricing, promotion and distribution of goods and services as well as the concepts of merchandising.

Recommended Sequence of Courses
First Semester – Fall

BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
		Total 12

Second Semester – Spring

ACC 101	Accounting Principles I	3
ECO 210	Macroeconomics	3
IDS 201	Leadership Development	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
		Total 15

Third Semester – Summer

MKT 110	Retailing	3
BUS 121	Business Law	3
MKT 260	Marketing Management	3
MGT 255	Organizational Behavior	3
or		
ECO 211	Microeconomics	3
		Total 12

Fourth Semester – Fall

BAF 101	Personal Finance	3
CPT 220	E-Commerce	3
BUS 220	Business Ethics	3
MKT 120	Sales Principles	3
MKT 130	Customer Service Principles	3
		Total 15

Fifth Semester – Spring

MGT 201	Human Resources Mgmt	3
MKT 240	Advertising	3
MKT 250	Consumer Behavior	3
MGT 270	Managerial Communication	3
ELE GBM	Select from Marketing Electives	3
		Total 15

General Business – Marketing Career Path Electives

ACC 102	Accounting Principles II	3
ACC 150	Payroll Accounting	3
BAF 201	Principles of Finance	3
BAF 215	Money and Banking	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheet	3
CPT 179	Microcomputer Word Processing	3
CWE	Cooperative Work Experience	3
ECO 207	International Economics	3
ENG 102	English Composition II	3
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 201	Intermediate French I	4
FRE 202	Intermediate French II	4
GER 101	Elementary German I	4
GER 102	Elementary German II	4
GER 201	Intermediate German I	4
GER 202	Intermediate German II	4
HIS 102	Western Civilization Post 1689	3
MGT 150	Fundamentals of Supervision	3
MGT 230	Managing Information Resources	3
MGT 235	Production Management	3
MGT 240	Management Decision Making	3
MKT 135	Customer Service Techniques	3
ELE SCI	Natural Science course from page B-4	
PSY 201	General Psychology	3
QAT 101	Intro to Quality Assurance	3
QAT 105	Total Quality Systems	3
QAT 240	Advanced Quality Concepts	3
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
SPA 201	Intermediate Spanish I	4
SPA 202	Intermediate Spanish II	4
SPC 205	Public Speaking	3
SPC 209	Interpersonal Communication	3
TRL 101	Introduction to Transportation	3
TRL 102	Customer Service Management	3
TRL 106	Export/Import	3

General Business

Associate in Applied Science
Small Business/Entrepreneurship Career Path
Credit Requirements: 69 Semester Credit Hours

The Small Business/Entrepreneurship career path prepares students for owning and operating a small business. Students will gain knowledge in all aspects of small business ownership including management, risk and day-to-day operation. Students will also develop a business plan.

Recommended Sequence of Courses
First Semester – Fall

BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
		Total 12

Second Semester – Spring

ACC 101	Accounting Principles I	3
ECO 210	Macroeconomics	3
IDS 201	Leadership Development	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
		Total 15

Third Semester – Summer

CPT 220	e-Commerce	3
MGT 255	Organizational Behavior	3
or		
ECO 211	Microeconomics	3
CPT 174	Microcomputer Spreadsheets	3
MGT 201	Human Resource Management	3
		Total 12

Fourth Semester – Fall

BAF 101	Personal Finance	3
BUS 220	Business Ethics	3
MGT 210	Employee Selection and Retention	3
MGT 120	Small Business Management	3
MGT 270	Managerial Communication	3
		Total 15

Fifth Semester – Spring

BUS 112	Service Management Systems	3
BUS 121	Business Law I	3
MGT 121	Small Business Operations	3
MKT 260	Marketing Management	3
ELE GBS	Select one course from Small Business/Entrepreneurship Electives	3
		Total 15

General Business – Small Business/Entrepreneurship Career Path Electives

ACC 102	Accounting Principles II	3
ACC 150	Payroll Accounting	3
BAF 201	Principles of Finance	3
BAF 215	Money and Banking	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheets	3
CPT 179	Microcomputer Word Processing	3
CWE	Cooperative Work Experience	
ENG 102	English Composition II	3
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 201	Intermediate French I	3
FRE 202	Intermediate French II	3
GER 101	Elementary German I	4
GER 102	Elementary German II	4
GER 201	Intermediate German I	3
GER 202	Intermediate German II	3
HIS 102	Western Civilization Post 1689	3
MGT 150	Fundamentals of Supervision	3
MGT 230	Managing Information Resources	3
MGT 235	Production Management	3
MGT 240	Management Decision Making	3
MKT 130	Customer Service Principles	3
MKT 135	Customer Service Techniques	3
MKT 250	Consumer Behavior	3
PSY 201	General Psychology	3
QAT 101	Introduction to Quality Assurance	3
QAT 105	Total Quality Systems	3
QAT 240	Advanced Quality Concepts	3
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
SPA 201	Intermediate Spanish I	3
SPA 202	Intermediate Spanish II	3
TRL 102	Customer Service Management	3
TRL 106	Export/Import	3

Management

Associate in Applied Science
Business Information Systems Career Path
Credit Requirements: 69 Semester Credit Hours

The Management/Business Information Systems career path prepares students with the skills to be competitive in the emerging technologies and advances in business information systems and processes. The program provides students with a broad overview of various computer and information technologies needed in the 21st century business environment.

Recommended Sequence of Courses
First Semester – Fall

CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
IDS 201	Leadership Development	3
MGT 101	Principles of Management	3
		Total 12

Second Semester – Spring

ACC 101	Accounting Principles I	3
BUS 101	Introduction to Business	3
BUS 121	Business Law I	3
CPT 174	Microcomputer Spreadsheets	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
		Total 15

Third Semester – Summer

ECO 210	Macroeconomics	3
BUS 220	Business Ethics	3
MGT 230	Managing Information Resources	3
MKT 101	Marketing	3
		Total 12

Fourth Semester – Fall

CPT 179	Microcomputer Word Processing	3
MGT 201	Human Resource Management	3
MGT 240	Management Decision Making	3
MGT 255	Organizational Behavior	3
or		
ECO 211	Microeconomics	3
MGT 270	Managerial Communication	3
		Total 15

Fifth Semester – Spring

BAF 101	Personal Finance	3
BUS 210	Introduction to e-Commerce in Business	3
CPT 220	e-Commerce	3
CPT 270	Advanced Microcomputer Applications	3
ELE MGB	Select one course from Business Information Systems Electives	3
		Total 15

Management – Business Information Systems Career Path Electives

ACC 102	Accounting Principles II	3
ACC 150	Payroll Accounting	3
BAF 201	Principles of Finance	3
BAF 215	Money and Banking	3
BUS 176	International Marketing	3
BUS 230	Purchasing	3
CPT 172	Microcomputer Database	3
CWE	Cooperative Work Experience	3
ENG 102	English Composition II	3
HIS 102	Western Civilization Post 1689	3
MGT 120	Small Business Management	3
MGT 150	Fundamentals of Supervision	3
MGT 210	Employee Selection and Retention	3
MGT 235	Production Management	3
MKT 240	Advertising	3
MKT 250	Consumer Behavior	3
MKT 260	Marketing Management	3
PSC 215	State and Local Government	3
PSY 201	General Psychology	3
QAT 101	Introduction to Quality Assurance	3
QAT 105	Total Quality Systems	3
QAT 150	Total Quality Management Improvement	3
ELE SCI	Natural Science course from page B-4	
SPC 205	Public Speaking	3
SPC 209	Interpersonal Communication	3
TRL 106	Export/Import	3

Management

Associate in Applied Science
Corporate Quality Career Path
Credit Requirements: 69 Semester Credit Hours

The Management/Corporate Quality career path prepares students with techniques in quality management, control and auditing. The program provides students with the resources and techniques needed to develop Total Quality Management Systems in the business environment.

Recommended Sequence of Courses
First Semester – Fall

CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MGT 101	Principles of Management	3
QAT 101	Introduction to Quality Assurance	3
		Total 12

Second Semester – Spring

ACC 101	Accounting Principles I	3
BAF 101	Personal Finance	3
BUS 101	Introduction to Business	3
IDS 201	Leadership Development	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
		Total 15

Third Semester – Summer

ECO 210	Macroeconomics	3
MGT 235	Production Management	3
QAT 105	Total Quality Systems	3
QAT 110	Manufacturing Methods	3
		Total 12

Fourth Semester – Fall

BUS 121	Business Law I	3
BUS 220	Business Ethics	3
MGT 270	Managerial Communication	3
MKT 101	Marketing	3
QAT 201	Quality Cost Analysis/Auditing	3
		Total 15

Fifth Semester – Spring

CPT 220	e-Commerce	3
MGT 201	Human Resource Management	3
MGT 255	Organizational Behavior	3
or		
ECO 211	Microeconomics	3
QAT 150	Total Quality Management Improvement	3
or		
QAT 232	Statistical Quality Control	3
or		
QAT 240	Advanced Quality Concepts	3
ELE MGC	Select one course from Corporate Quality Electives	3
		Total 15

Management – Corporate Quality Career Path Electives

ACC 102	Accounting Principles II	3
ACC 150	Payroll Accounting	3
BAF 201	Principles of Finance	3
BAF 215	Money and Banking	3
BUS 176	International Marketing	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheets	3
CPT 179	Microcomputer Word Processing	3
CWE	Cooperative Work Experience	
ENG 102	English Composition II	3
HIS 102	Western Civilization Post 1689	3
MGT 120	Small Business Management	3
MGT 150	Fundamentals of Supervision	3
MGT 210	Employee Selection and Retention	3
MGT 230	Managing Information Resources	3
MGT 240	Management Decision Making	3
MKT 120	Sales Principles	3
MKT 240	Advertising	3
MKT 250	Consumer Behavior	3
MKT 260	Marketing Management	3
PSC 215	State and Local Government	3
PSY 201	General Psychology	3
ELE SCI	Natural Science course from page B-4	
SPC 205	Public Speaking	3
SPC 209	Interpersonal Communication	3
TRL 101	Introduction to Transportation	3
TRL 106	Export/Import	3

Management

Associate in Applied Science
Fire Service Career Path
Credit Requirements: 69 Semester Credit Hours

The Fire Service Career Path is designed to help meet the educational needs of fire service employees and provide a foundation of skills necessary for effective leadership.

Recommended Sequence of Courses
First Semester – Fall

BAF 101	Personal Finance	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MGT 101	Principles of Management	3
		Total 12

Second Semester – Spring

ACC 101	Accounting Principles I	3
BUS 101	Introduction to Business	3
BUS 220	Business Ethics	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
ELE HUM	Select one course from Humanities Electives on page B-3	3
		Total 15

Third Semester – Summer

ECO 211	Microeconomics	3
or		
MGT 255	Organizational Behavior	3
MGT 250	Situational Supervision	3
ELE MGF	Select nine hours of Management Fire Service Career Path Electives	9
		Total 15

Fourth Semester – Fall

ECO 210	Macroeconomics	3
MGT 270	Managerial Communication	3
*ELE MGF	Select nine hours of Management Fire Service Career Path Electives	9
		Total 15

Fifth Semester – Spring

BUS 121	Business Law I	3
MKT 101	Marketing	3
*ELE MGF	Select six hours of Management Fire Service Career Path Electives	6
		Total 12

Management – Fire Service Career Path Electives

Students may receive a maximum of nine credit hours for SCFA 1000 series courses completed. All other SCFA course work submitted for exemption credit must be at the 2000 series level or above.

**Students may receive a maximum of 9 credit hours for SCFA 1000 series courses completed. All other SCFA course work submitted for exemption credit must be at the 2000 series level or above.*

Management

Associate in Applied Science
Human Resources Career Path
Credit Requirements: 69 Semester Credit Hours

The Management/Human Resources career path prepares students for careers in human resource departments of business and government. Students will study the challenges facing human resources organizations in social and economic environments. This program offers a practical understanding of wages, salaries, hiring and benefit systems.

Recommended Sequence of Courses

First Semester – Fall

CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
IDS 201	Leadership Development	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
		Total 12

Second Semester – Spring

ACC 101	Accounting Principles I	3
BUS 101	Introduction to Business	3
ECO 210	Macroeconomics	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
		Total 15

Third Semester – Summer

CPT 220	e-Commerce	3
MGT 160	Managerial Motivation	3
MGT 210	Employee Selection and Retention	3
MGT 270	Managerial Communication	3
		Total 12

Fourth Semester – Fall

BAF 101	Personal Finance	3
BUS 121	Business Law	3
ACC 150	Payroll Accounting	3
MGT 201	Human Resources Management	3
MKT 130	Customer Service Principles	3
		Total 15

Fifth Semester – Spring

BUS 136	Compensation and Benefits Analysis	3
BUS 220	Business Ethics	3
MGT 255	Organizational Behavior	3
or		
ECO 211	Microeconomics	3
BUS 210	Introduction to e-Commerce in Business	3
ELE MGH	Select from Human Resources Electives	3
		Total 15

Management – Human Resources Career Path Electives

ACC 102	Accounting Principles II	3
ACC 150	Payroll Accounting	3
BAF 201	Principles of Finance	3
BAF 215	Money and Banking	3
BUS 176	International Marketing	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheets	3
CPT 179	Microcomputer Word Processing	3
CWE	Cooperative Work Experience	3
ENG 102	English Composition II	3
HIS 102	Western Civilization Post 1689	3
MGT 120	Small Business Management	3
MGT 150	Fundamentals of Supervision	3
MGT 230	Managing Information Resources	3
MGT 235	Production Management	3
MGT 240	Management Decision Making	3
MKT 240	Advertising	3
MKT 250	Consumer Behavior	3
MKT 260	Marketing Management	3
ELE SCI	Natural Science course from page B-4	
PSC 215	State and Local Government	3
PSY 201	General Psychology	3
QAT 101	Introduction to Quality Assurance	3
SPC 205	Public Speaking	3
SPC 209	Interpersonal Communication	3
TRL 106	Export/Import	3

Management

Associate in Applied Science
Leadership Development Career Path
Credit Requirements: 69 Semester Credit Hours

The Management/Leadership Development career path develops leadership skills and provides students with an understanding of the basic functions of management. The program prepares students with a foundation to build personal skills, develop effective work teams, and enhance workplace and individual performance. The program includes a major emphasis in the development of group and individual competencies in effective oral communication skills.

Recommended Sequence of Courses
First Semester – Fall

CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
IDS 201	Leadership Development	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
		Total 12

Second Semester – Spring

ACC 101	Accounting Principles I	3
BUS 101	Introduction to Business	3
ECO 210	Macroeconomics	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
		Total 15

Third Semester – Summer

CPT 220	e-Commerce	3
MGT 160	Managerial Motivation	3
MGT 210	Employee Selection and Retention	3
MGT 270	Managerial Communication	3
		Total 12

Fourth Semester – Fall

BAF 101	Personal Finance	3
BUS 121	Business Law I	3
MGT 201	Human Resource Management	3
MGT 250	Situational Supervision	3
MKT 120	Sales Principles	3
		Total 15

Fifth Semester – Spring

BUS 220	Business Ethics	3
MGT 240	Management Decision Making	3
MKT 260	Marketing Management	3
MGT 255	Organizational Behavior	3
or		
ECO 211	Microeconomics	3
ELE MGL	Select one course from Leadership Development Electives	3
		Total 15

Management – Leadership Development Career Path Electives

ACC 102	Accounting Principles II	3
ACC 150	Payroll Accounting	3
BAF 201	Principles of Finance	3
BAF 215	Money and Banking	3
BUS 176	International Marketing	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheets	3
CPT 179	Microcomputer Word Processing	3
CWE	Cooperative Work Experience	
ENG 102	English Composition II	3
HIS 102	Western Civilization Post 1689	3
MGT 120	Small Business Management	3
MGT 150	Fundamentals of Supervision	3
MGT 230	Managing Information Resources	3
MKT 240	Advertising	3
MKT 250	Consumer Behavior	3
PSC 215	State and Local Government	3
PSY 201	General Psychology	3
QAT 101	Introduction to Quality Assurance	3
QAT 105	Total Quality Systems	3
ELE SCI	Natural Science course from page B-4	
SPC 205	Public Speaking	3
SPC 209	Interpersonal Communication	3
TRL 106	Export/Import	3

Management

Associate in Applied Science
Transportation and Logistics Career Path
Credit Requirements: 69 Semester Credit Hours

The Management/Transportation and Logistics career path provides students with an understanding of transportation and logistics and their economic impact on the business environment. The program prepares students to better understand transportation infrastructure, importing/exporting, warehousing, shipping and customer service.

Recommended Sequence of Courses

First Semester – Fall

CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MGT 101	Principles of Management	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
		Total 12

Second Semester – Spring

ACC 101	Accounting Principles I	3
BUS 101	Introduction to Business	3
ECO 210	Macroeconomics	3
IDS 201	Leadership Development	3
TRL 101	Introduction to Transportation	3
		Total 15

Third Semester – Summer

MGT 255	Organizational Behavior	3
or		
ECO 211	Microeconomics	3
BUS 220	Business Ethics	3
MMT 110	Inventory Management	3
TRL 103	Logistics Management	3
		Total 12

Fourth Semester – Fall

BAF 101	Personal Finance	3
MGT 201	Human Resource Management	3
MKT 101	Marketing	3
TRL 104	Transportation Administration	3
TRL 105	Warehousing	3
		Total 15

Fifth Semester – Spring

BUS 121	Business Law I	3
CPT 220	e-Commerce	3
MGT 270	Managerial Communication	3
TRL 106	Export/Import	3
ELE MGT	Select one course from Transportation and Logistics Electives	3
		Total 15

Management – Transportation and Logistics Career Path Electives

ACC 102	Accounting Principles II	3
ACC 150	Payroll Accounting	3
BAF 201	Principles of Finance	3
BAF 215	Money and Banking	3
BUS 176	International Marketing	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheets	3
CPT 179	Microcomputer Word Processing	3
CWE	Cooperative Work Experience	3
ENG 102	English Composition II	3
HIS 102	Western Civilization Post 1689	3
MGT 120	Small Business Management	3
MGT 150	Fundamentals of Supervision	3
MGT 210	Employee Selection and Retention	3
MGT 230	Managing Information Resources	3
MGT 235	Production Management	3
MGT 240	Management Decision Making	3
MKT 240	Advertising	3
MKT 250	Consumer Behavior	3
MKT 260	Marketing Management	3
MMT 135	Shipping Operations	3
PSC 215	State and Local Government	3
PSY 201	General Psychology	3
QAT 101	Introduction to Quality Assurance	3
QAT 105	Total Quality Systems	3
QAT 110	Manufacturing Methods	3
QAT 150	Total Quality Management Improvement	3
QAT 201	Quality Cost Analysis/Auditing	3
QAT 240	Advanced Quality Concepts	3
TRL 102	Customer Service Management	3
ELE SCI	Natural Science course from page B-4	
SPC 205	Public Speaking	3
SPC 209	Interpersonal Communication	3

Telecommunications Systems Management

Associate in Applied Science

Credit Requirements: 72 Semester Credit Hours

The Telecommunications Systems Management program prepares students for entry level or higher positions as help desk and PC support, network administrators, network managers, network designers, network engineers, system administrators, routing and switching specialists, Linux/UNIX system administrators or network security specialists. Students have the option of acquiring a set of basic skills in a number of Information Technology disciplines or focusing in one discipline (for example, routing and switching) to acquire the higher-level skill sets of a Cisco Certified Network Professional. With eight department electives, students can design the degree program which best fits their job requirements or their own goals and ambitions. Courses help students prepare for a myriad of IT vendor and vendor neutral certification

exams. TTC is a Cisco Networking Academy for both the Cisco Certified Network Associate and the Cisco Certified Network Professional academic programs. TTC is also an MSDN Academic Alliance partner.

Recommended Sequence of Courses

First Semester

CPT 102	Basic Computer Concepts	3
CPT 114	Computers and Programming	3
CPT 209	Computer Systems Management	3
ENG 101	English Composition I	3
IST 220	Data Communications	3
		Total 15

Second Semester

CPT 210	Computer Resource Management	3
IST 161	Introduction to Network Administration	3
IST 190	Linux Essentials	3
IST 201	Cisco Internetworking Concepts	3
IST 202	Cisco Router Configuration	3
		Total 15

Third Semester

CPT 220	e-Commerce	3
ELE TSM	Select one course from Telecommunications Systems Management Electives	3
ELE TSM	Select one course from Telecommunications Systems Management Electives	3
ELE TSM	Select one course from Telecommunications Systems Management Electives	3
		Total 12

Fourth Semester

IST 293	IT and Data Assurance I	3
IDS 201	Leadership Development	3
or		
ELE HUM	Select one course from Humanities Electives on page B-3	3
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
ELE TSM	Select one course from Telecommunications Systems Management Electives	3
ELE TSM	Select one course from Telecommunications Systems Management Electives	3
		Total 15

Fifth Semester

ECO 210	Macroeconomics	3
ENG 260	Advanced Technical Communications	3
ELE TSM	Select nine hours from Telecommunications Systems Management Electives	9
		Total 15

Telecommunications Systems Management Electives

IST 163	Internet Server Network Configuration	3
IST 164	Implementing Windows Network Infrastructure Services	3
IST 165	Implementing and Administering Windows Directory Services	3
IST 166	Network Fundamentals	3
IST 191	Linux System Administration	3
IST 192	Linux Network Applications	3
IST 203	Advanced Cisco Router Configuration	3
IST 204	Cisco Troubleshooting	3
IST 205	Cisco Advanced Routing	3
IST 206	Cisco Remote Access	3
IST 207	Cisco Multilayer Switching	3
IST 208	Cisco Internetwork Troubleshooting	3
IST 225	Internet Communications	3
IST 250	Network Management	3
IST 253	LAN Service and Support	3
IST 291	Fundamentals of Network Security I	3
IST 292	Fundamentals of Network Security II	3
IST 209	Fundamentals of Wireless LANs	3
IST 294	IT and Data Assurance II	3
IST 295	Fundamentals of Voiceover IP	3
IST 286	Technical Support Internship I	3
IST 287	Technical Support Internship II	3
IST 263	Designing Windows Network Security	3
IST 259	Electronic Messaging	3

A+/Network+ Technician

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

This program teaches students to properly install, configure, upgrade, troubleshoot and repair microcomputer hardware. Students also learn basic installation and troubleshooting knowledge of DOS/Windows. Basic knowledge of networking technology and practices is covered. This program helps prepare students for the Comp TIA Security+, A+, Network+ and Linux+ certification exams. Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester

CPT 102	Basic Computer Concepts	3
IST 220	Data Communications	3
		Total 6

Second Semester

CPT 209	Computer Systems Management	3
CPT 210	Computer Resource Management	3
IST 166	Network Fundamentals	3
		Total 9

Third Semester

IST 161	Introduction to Network Administration	3
IST 190	Linux Essentials	3
IST 293	IT and Data Assurance I	3
		Total 9

Bookkeeping

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

This program prepares you for entry-level accounting positions with basic skills in accounting, individual tax and payroll. Training in computerized accounting and electronic spreadsheets utilizing accounting applications is included in the program.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Additionally, you should be able to demonstrate a basic knowledge of accounting through work experience, high school credits, transfer credits or by completion of ACC 100 Basic Accounting.

Recommended Sequence of Courses
First Semester

ACC 111	Accounting Concepts	3
ACC 150	Payroll Accounting	3
CPT 101	Introduction to Computers	3
ENG 150	Basic Communications	3
or		
ENG 101	English Composition	3
		Total 12

Second Semester

ACC 112	Organizational Accounting	3
ACC 102	Accounting Principles II	3
ACC 124	Individual Tax Procedures	3
ACC 240	Computerized Accounting	3
ACC 245	Accounting Applications	3
		Total 15

** Prerequisite ACC 100 or advisor approval*

Business Information Systems

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

This certificate program provides a broad overview of software, database management and application packages. Emphasis is placed on information systems used in the business environment. Students gain general competency in using microcomputers for management and decision making.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

CPT 102	Basic Computer Concepts	3
CPT 179	Microcomputer Word Processing	3
CPT 220	e-Commerce	3
		Total 9

Second Semester – Spring

CPT 174	Microcomputer Spreadsheets	3
BUS 210	Introduction to e-Commerce in Business	3
MGT 230	Managing Information Resources	3
		Total 9

Third Semester – Summer

CPT 270	Advanced Microcomputer Applications	3
MGT 240	Management Decision Making	3
		Total 6

Cisco Certified Network Associate

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

This program is delivered by TTC in its role as a Cisco Networking Academy and prepares students for entry-level jobs in companies with TCP/IP or IPX networks. Students learn the fundamentals of networking and internetworking, basic router and switch configuration, and troubleshooting in a diverse learning environment that includes instructor-led, Web-based and hands-on lab settings.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. The program qualifies students to pursue a number of industry-standard certifications, including the Cisco Certified Network Associate (CCNA).

Recommended Sequence of Courses
First Semester

CPT 102	Basic Computer Concepts	3
IST 220	Data Communications	3
		Total 6

Second Semester

IST 201	Cisco Internetworking Concepts	3
IST 202	Cisco Router Configuration	3
		Total 6

Third Semester

IST 203	Advanced Cisco Router Configuration	3
IST 204	Cisco Troubleshooting	3
		Total 6

Cisco Certified Network Professional

Certificate in Applied Science
Credit Requirements: 12 Semester Credit Hours

This program is delivered by TTC in its role as a Cisco Networking Academy. It provides students with advanced knowledge of networks. Students learn to install, configure, and operate LAN, WAN, and dial-access services for organizations with networks from 100 to more than 500 nodes including but not limited to these protocols and services: IP, IGRP, IPX, Async Routing, AppleTalk, Extended Access Lists, IP RIP, Route Redistribution, RIP, Route Summarization, OSPF, VLSM, BGP, Serial, Frame Relay, ISDN, ISL, X.25, DDR, PSTN, PPP, VLANs, Ethernet, Access Lists, 802.10, FDDI, and Transparent and Translational Bridging. Classes prepare students for the four exams required to obtain the Cisco Certified Network Professional credential.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. The prerequisite for this program is IST 204 or possession of a valid Cisco Certified Network Associate (CCNA) credential.

Recommended Sequence of Courses
First Semester

IST 205	Cisco Advanced Routing	3
IST 206	Cisco Remote Access	3
		Total 6

Second Semester

IST 207	Cisco Multilayer Switching	3
IST 208	Cisco Internetwork Troubleshooting	3
		Total 6

Computer Game Design

Certificate in Applied Science
Credit Requirements: 24 semester Credit Hours

The Computer Game Design Certificate provides students with the skills to understand and apply computer game design and development concepts. Students are prepared for entry-level employment in game design and related fields. Topics covered include game programming fundamentals, game math and physics, 2D and 3D graphics and animation.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester

CPT 102	Basic Computer Concepts	3
CPT 232	C++ Programming I	3
ARV 217	Computer Imagery	3
		Total 9

Second Semester

CPT 233	C++ Programming II	3
ARV 222	Computer Animation	3
ARV 247	3D Animation III	3
		Total 9

Third Semester

CPT 288	Computer Game Development	3
ARV 225	Advanced Computer Animation	3
		Total 6

Computer Network Technician

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

This program prepares you for network technician jobs. It is designed for students who are employed in businesses that use or plan to use a computer network and need on-site primary support. Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester

CPT 102	Basic Computer Concepts	3
IST 166	Network Fundamentals	3
IST 220	Data Communications	3
		Total 9

Second Semester

IST 161	Introduction to Network Administration	3
IST 190	Linux Essentials	3
IST 253	LAN Service and Support	3
		Total 9

Third Semester

IST 164	Implementing Windows Network Infrastructure Services	3
IST 165	Implementing and Administering Windows Directory Services	3
IST 191	Linux System Administration	3
		Total 9

Corporate Quality

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

This certificate program identifies the fundamentals of quality and management responsibilities in a total quality environment. This certificate also addresses statistical process control, manufacturing methods, cost-of-quality, corrective action procedures and auditing methods in both the manufacturing and service environments. This program provides students with the tools to better integrate and implement the principles and concepts of total quality in their work environment.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

MGT 235	Production Management	3
QAT 101	Introduction to Quality Assurance	3
QAT 105	Total Quality Systems	3
		Total 9

Second Semester – Spring

QAT 110	Manufacturing Methods	3
QAT 201	Quality Cost Analysis/Auditing	3
QAT 240	Advanced Quality Concepts	3
		Total 9

Third Semester – Summer

QAT 150	Total Quality Management Improvement	3
QAT 232	Statistical Quality Control	3
		Total 6

Customer Service

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

This certificate provides skills that assist individuals to succeed in the competitive workplace of the 21st century. Studies in customer service/ customer relations, sales principles, ethics, problem solving and decision making, interpersonal relations and communication augment the traditional skills required in business and industry.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

MKT 101	Marketing	3
MKT 110	Retailing	3
QAT 105	Total Quality Systems	3
		Total 9

Second Semester – Spring

MKT 120	Sales Principles	3
MKT 130	Customer Service Principles	3
MKT 250	Consumer Behavior	3
		Total 9

Third Semester – Summer

CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
SPC 209	Interpersonal Communication	3
		Total 6

Database

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

This certificate prepares students for employment with companies looking for database professionals. Starting with a basic computer class, students progress course by course to a skill level where they can work in any database environment. The curriculum uses both MS Access and Oracle to teach students how to design, build, manipulate and maintain business database management systems. You must be able to demonstrate basic computer skills through a credit course (CPT 101 or 102), transfer credit or credit by examination for CPT 101 or 102.

Recommended Sequence of Courses
First Semester

CPT 102	Basic Computer Concepts	3
CPT 114	Computers and Programming	3
or		
CPT 232	C++ Programming I	3
CPT 172	Microcomputer Database	3
		Total 9

Second Semester

CPT 207	Complex Computer Applications	3
CPT 242	Database	3
		Total 6

Third Semester

IST 272	Relational Database	3
		Total 3

e-Commerce

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

This certificate provides students with a broad overview of Internet training and applications within a small business and marketing communication environment. The certificate introduces students to the Internet and how it is changing business, communication, supply chain functions, marketing and trading practices. Additionally, students gain experience in Web site design, and the business opportunities and potential of e-Commerce.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

BUS 210	Introduction to e-Commerce in Business	3
CPT 174	Microcomputer Spreadsheets	3
MGT 120	Small Business Management	3
		Total 9

Second Semester – Spring

CPT 220	e-Commerce	3
CPT 270	Advanced Microcomputer Applications	3
MKT 110	Retailing	3
		Total 9

Third Semester – Summer

CPT 179	Microcomputer Word Processing	3
MGT 230	Managing Information Resources	3
MKT 260	Marketing Management	3
		Total 9

International Business

Certificate in Applied Science
Credit Requirements: 26 Semester Credit Hours

This certificate develops the basic skills necessary to enter the international business environment. The certificate includes studies in the areas of international business, marketing and management. Students are exposed to the power of the Internet along with cultural and political issues within the international business community. Students also study a foreign language(s) as a foundation to understanding the social and communication issues within that environment.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

BUS 250	Introduction to International Business	3
ECO 207	International Econmics	3
CPT 220	e-Commerce	3
		Total 9

Second Semester – Spring

BUS 220	Business Ethics	3
PSC 220	Introduction to International Relations	3
ELE FLG1	Select a foreign language elective	4
		Total 10

Third Semester – Summer

BUS 176	International Marketing	3
ELE FLG1	Select a foreign language elective	4
		Total 7

ELE FLG1

FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
GER 101	Elementary German I	4
GER 102	Elementary German II	4
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4

Internet Programming

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

This certificate program prepares students for employment with companies looking for Internet programming professionals. Starting with a basic computer class, students progress course by course to a skill level where they can work in any Internet programming environment. The curriculum uses many of the current programming languages to teach students how to design, build, manipulate and maintain business Web sites.

Recommended Sequence of Courses
First Semester

CPT 102	Basic Computer Concepts	3
CPT 220	e-Commerce	3
CPT 114	Computers and Programming	3
or		
CPT 232	C++ Programming I	3
		Total 9

Second Semester

CPT 239	Active Server Pages	3
CPT 283	PHP Programming I	3
IST 239	Datum and JavaScript	3
		Total 9

Leadership Development

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

This certificate program provides you with the necessary skills to succeed in the competitive workplace of the 21st century. Studies in leadership, supervision, business technology and decision making augment the traditional skills required in business and industry.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

BUS 210	Introduction to e-Commerce in Business	3
BUS 220	Business Ethics	3
MGT 101	Principles of Management	3
		Total 9

Second Semester – Spring

IDS 201	Leadership Development	3
MGT 160	Managerial Motivation	3
MGT 250	Situational Supervision	3
		Total 9

Third Semester – Summer

MGT 240	Management Decision Making	3
MGT 270	Managerial Communication	3
		Total 6

Medical Office Specialist

Certificate in Applied Science
Credit Requirements: 37 Semester Credit Hours

The Medical Office Specialist program prepares you for front office work in a physician's office. Courses cover medical vocabulary, document production and office procedures.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

AHS 104	Medical Vocabulary/Anatomy	3
AOT 106	Keyboarding Lab I	1
AOT 134	Office Communications	3
CPT 174	Microcomputer Spreadsheets	3
CPT 179	Microcomputer Word Processing	3
		Total 13

Second Semester – Spring

AHS 105	Medical Ethics and Law	2
AOT 107	Keyboarding Lab II	1
*AOT 137	Office Accounting	3
AOT 212	Medical Document Production	3
HIM 110	Health Information Science I	3
		Total 12

Third Semester – Fall

AOT 161	Records Management	3
AOT 252	Medical Systems and Procedures	3
HIM 130	Billing and Reimbursement	3
MGT 110	Office Management	3
		Total 12

**May substitute ACC 101*

Medical Transcriptionist

Certificate in Applied Science
Credit Requirements: 31 Semester Credit Hours

The Medical Transcriptionist program prepares you to transcribe medical records. Courses cover medical terminology, human anatomy, physiology and skills in information processing. Medical transcriptionists are employed in hospitals, clinics, nursing homes and physicians' offices.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

AHS 104	Medical Vocabulary/Anatomy	3
AHS 170	Fundamentals of Disease	3
AOT 106	Keyboarding Lab I	1
AOT 134	Office Communications	3
CPT 179	Microcomputer Word Processing	3
		Total 13

Second Semester – Spring

AHS 105	Medical Ethics and Law	2
AHS 121	Basic Pharmacology	2
AOT 107	Keyboarding Lab II	1
AOT 122	Medical Transcription	3
BIO 112	Basic Anatomy and Physiology	4
		Total 12

Third Semester – Summer

AOT 222	Advanced Medical Transcription	3
AOT 254	Office Simulation	3
		Total 6

Microcomputer Business Applications

Certificate in Applied Science
Credit Requirements: 12 Semester Credit Hours

The Microcomputer Business Applications program prepares you for microcomputer (personal computer) business applications specialist jobs. It is for students who are employed in businesses that use or want to use microcomputer word processing, spreadsheet and database software packages. Microsoft Windows, Word, Excel and Access are thoroughly explored in this program.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester

CPT 179	Microcomputer Word Processing	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ACC 245	Accounting Applications	3
or		
CPT 174	Microcomputer Spreadsheets	3
		Total 9

Second Semester

CPT 172	Microcomputer Database	3
		Total 3

Microcomputer Expert User

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

The Microcomputer Expert User program trains students to the level of expert in all applications in the Microsoft Office suite and Microsoft SharePoint Designer.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. You must be able to demonstrate basic computer skills through a credit course (CPT 101 or 102), transfer credit or credit by examination for CPT 101 or 102.

Recommended Sequence of Courses
First Semester

CPT 172	Microcomputer Database	3
CPT 179	Microcomputer Word Processing	3
ACC 245	Accounting Applications	3
or		
CPT 174	Microcomputer Spreadsheets	3
		Total 9

Second Semester

CPT 207	Complex Computer Applications	3
CPT 220	e-Commerce	3
CPT 270	Advanced Microcomputer Applications	3
		Total 9

Microcomputer Programming

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

This certificate program prepares students for employment with companies looking for programming professionals. Starting with a basic computer class, students progress in a step-by-step, class-by-class methodology that takes them to a skill level where they can work in any programming environment. The curriculum uses many of the current programming languages.

Recommended Sequence of Courses
First Semester

CPT 102	Basic Computer Concepts	3
CPT 172	Microcomputer Database	3
CPT 232	C++ Programming I	3
		Total 9

Second Semester

CPT 233	C++ Programming II	3
		Total 3

Third Semester
Take two of the following three courses:

CPT 212	Visual Basic Programming	3
CPT 236	Introduction to Java Programming	3
CPT 244	Data Structures	3
		Total 6

Microsoft Network Operations

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

This program prepares you for computer network operations specialist jobs. It is ideal if you are employed or are pursuing employment in a business that uses the Microsoft Windows Server operating system in a LAN and/or WAN environment. This program is designed to prepare you for the examinations required to achieve certification as a Microsoft Certified Systems Engineer (MCSE).

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester

CPT 102	Basic Computer Concepts	3
IST 161	Introduction to Network Administration	3
IST 220	Data Communications	3
		Total 9

Second Semester

IST 163	Internet Server Network Configuration	3
IST 165	Implementing and Administering Windows Directory Services	3
IST 166	Network Fundamentals	3
		Total 9

Third Semester

IST 164	Implementing Windows Network Infrastructure Services	3
IST 259	Electronic Messaging	3
IST 263	Designing Windows Network Security	3
		Total 9

Network Security

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

This program is designed for individuals who have experience or training in network operations. This program prepares you for network security specialist jobs. It is ideal if you are employed or are pursuing employment in a business that uses a LAN and WAN environment to accomplish its business objectives. This program presents the knowledge and skills needed to use the Internet as a secure link between corporate and partner LANs. It is designed to help you prepare for a number of certification examinations including CompTIA: Security+ and Microsoft: Designing Security for a Microsoft Windows Network.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester

CPT 102	Basic Computer Concepts	3
IST 220	Data Communications	3
		Total 6

Second Semester

IST 161	Introduction to Network Administration	3
IST 165	Implementing and Administering Windows Directory Services	3
IST 166	Network Fundamentals	3
		Total 9

Third Semester

IST 263	Designing Windows Network Security	3
IST 293	IT and Data Assurance I	3
IST 294	IT and Data Assurance II	3
		Total 9

Professional Accountancy

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

This certificate is designed for the nontraditional market not currently being served by the associate degree in accounting. For example, some individuals may need 24 or more accounting hours to advance in civil service or private business accounting positions.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Additionally, you should be able to demonstrate proficiency in accounting principles.

Recommended Sequence of Courses
First Semester

ACC 201	Intermediate Accounting I	3
ACC 124	Individual Tax Procedure	3
ACC 265	Not-for-Profit Accounting	3
		Total 9

Second Semester

ACC 202	Intermediate Accounting II	3
ACC 221	Corporate Taxation	3
ACC 260	Auditing	3
		Total 9

Third Semester

ACC 203	Intermediate Accounting III	3
ACC 226	Tax Audit and Research	3
ACC 245	Accounting Applications	3
		Total 9

Small Business/ Entrepreneurship

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

This certificate offers students the opportunity to focus on entrepreneurial aspects of business. Instructional topics include evaluation, planning, communication, supervision and business database management. The certificate also gives students the foundation to successfully venture into the 21st century in a small business environment.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

BUS 112	Service Management Systems	3
CPT 220	e-Commerce	3
MGT 120	Small Business Management	3
		Total 9

Second Semester – Spring

CPT 174	Microcomputer Spreadsheets	3
MGT 210	Employee Selection and Retention	3
MGT 250	Situational Supervision	3
		Total 9

Third Semester – Summer

MKT 130	Customer Services Principles	3
MKT 240	Advertising	3
		Total 6

Transportation and Logistics

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

This certificate program provides students with an academic foundation in several areas: transportation, customer service management, logistics, warehousing, export/import, shipping and commercial motor carrier. Students who complete this certificate have potential for employment as a dispatcher, operations specialist, and shipping and receiving and warehouse specialist. This certificate may be applied to the Transportation and Logistics career path.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

TRL 101	Introduction to Transportation	3
TRL 102	Customer Service Management	3
TRL 103	Logistics Management	3
		Total 9

Second Semester – Spring

MMT 110	Inventory Management	3
TRL 104	Transportation Administration	3
TRL 105	Warehousing	3
		Total 9

Third Semester – Summer

TRL 106	Export/Import	3
TRL 107	Commercial Motor Carrier	3
		Total 6

UNIX Systems Operations

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

This program prepares you for computer network operations specialist jobs. It is ideal if you are employed in a business that uses the UNIX operating system in a LAN or WAN environment.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester

CPT 102	Basic Computer Concepts	3
IST 220	Data Communications	3
		Total 6

Second Semester

IST 166	Network Fundamentals	3
IST 190	Linux Essentials	3
		Total 6

Third Semester

IST 191	Linux System Administration	3
IST 192	Linux Network Applications	3
		Total 6

Community, Family and Child Studies

Overview

Community, Family and Child Studies is a division dedicated to meeting local, regional and national needs of the community for quality training in human services, as well as child and youth services. It is designed to equip students with the skills necessary to meet the increased demands for qualified professionals. These programs combine classroom instruction, field experience and interdisciplinary skills.

Students interested in Community, Family and Child Studies may obtain requirement information from the Admissions office. Additional information about the sequence of course offerings, class schedule, program costs and job opportunities can be obtained by consulting a faculty advisor or by attending a program advising session. To schedule a faculty advising appointment, contact the Division of Community, Family and Child Studies on Main Campus in Bldg. 200, Room 150, or call 843.574.6529.

General Information

The Division offers programs that prepare students to enter some of the nation's fastest growing occupations. These programs include Early Care and Education, Early Childhood Development, Child Care Management, School-Age and Youth Development, Early Childhood Special Education, and Infant and Toddler Development. Within the Human Services field, a growing body of data supports the need for practitioners trained and skilled in the specific areas of family intervention studies, developmental disabilities, human services generalist and addictions/substance abuse. In the tricounty there has also been a significant increase in the number of retirees, indicating a need for professionals skilled in gerontology.

Prior to enrolling in the Community, Family and Child Studies programs students must have a high school diploma or a GED and take the college's placement test or possess qualifying SAT or ACT scores for all programs. Students who have transfer credits of C or better from an approved, regionally accredited postsecondary institution may not need to take the placement test.

The Early Childhood Development diploma and certificate programs, Child Care Management certificate, Infant and Toddler Development certificate, School-Age and Youth Development certificate, and associate degree in Early Care and Education programs require the following additional admission requirements: a health assessment denoting good health and a negative tuberculosis skin test and compliance with technical standards as prerequisites to labs in licensed child care centers. A clear criminal background check by the South Carolina Law Enforcement Division (SLED) also is required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering these laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the Early Care and Education work force. A clear criminal background check by the South Carolina Law Enforcement Division (SLED) is also required for students entering the Human Services, Addictions/Substance Abuse, Developmental Disabilities, Family Intervention Studies and Gerontology programs.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Programs of Study

Associate Degree Programs
Early Care and Education
Human Services

Diploma Program
Early Childhood Development

Certificate Programs
Addictions/Substance Abuse
Child Care Management
Developmental Disabilities
Early Childhood Development
Early Childhood Special Education
Family Intervention Studies
Gerontology
Human Services Generalist
Infant and Toddler Development
School-Age and Youth Development

Early Care and Education

Associate in Applied Science
Credit Requirements: 69-72 Semester Credit Hours

The Early Care and Education two-year degree helps students prepare for employment at the associate degree level in settings that include, but are not limited to, any part- or full-day program in a center, school or home that serves young and school-age children and their families, including children with special developmental and learning needs. While some courses in the program may transfer, the program is not designed as a transfer program.

Key features of this associate degree include career specializations such as Infant and Toddler Development, Early Childhood Development, Child Care Management, School-Age and Youth Development and Early Childhood Special Education. Laboratory placement exists in diverse settings that allow for quality practical and hands-on experiences.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Students who have transfer credits of C or better from an approved, regionally accredited postsecondary institution may not need to take the placement test. The Early Care and Education associate degree also requires the following additional admission requirements as prerequisites to labs in licensed child care centers: a health assessment denoting good heath, a negative tuberculosis skin test and compliance with technical standards. A clear criminal background check by the South Carolina Law Enforcement Division (SLED) is also required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering these laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the Early Care and Education work force.

Recommended Sequence of Courses

First Semester

CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ECD 101	Introduction to Early Childhood	3
or		
ECD 270	Foundations in Early Care and Education	3
ECD 102	Growth and Development I	3
ECD 132	Creative Experiences	3
ENG 101	English Composition I	3
		Total 15

Second Semester

ECD 105	Guidance-Classroom Management	3
ECD 107	Exceptional Children	3
ECD 203	Growth and Development II	3
HSS 201	Issues in Humanities	3
or		
THE 101	Introduction to Theater	3
ELE ECE	Select one course from Secondary Specialty Electives	3-4
		Total 15-16

Third Semester

ECD 131	Language Arts	3
ECD 135	Health, Safety and Nutrition	3
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
ELE ECE	Select one course from Secondary Specialty Electives	3-4
		Total 12-13

Fourth Semester

ECD 133	Science and Math Concepts	3
ECD 201	Principles of Ethics and Leadership in Early Care and Education	3
PSY 201	General Psychology	3
ELE ECE	Select two courses from Applied Electives	6-7
		Total 15-16

Fifth Semester

ECD 243	Supervised Field Experience I	3
ELE ECE	Select three courses from Secondary Specialty Electives	9-11
		Total 12-14

Early Care and Education Electives
Applied Electives (Select two)

ECD 138	Movement and Music for Children	3
ECD 220	Social Studies Curriculum	3
ECD 237	Methods and Materials	3
ECD 239	Assessment and Program Planning	3
ECD 250	Supervised Comprehensive Work Experience in Early Childhood Development	4
ECD 252	Diversity Issues in Early Care and Education	3
SAC 201	Development of the School-Age Child and Youth	3
SAC 202	Administration of School-Age and Youth Programs	3
SAC 206	Human Relationships for Children, Staff and Families	3
SAC 207	Science, Technology and Cultural Arts in School-Age and Youth Programs	3
SAC 209	Introduction to Special Education for School-Age Children and Youth	3

Secondary Specialty Electives (Select five)

BIO 101	Biological Science 1	4
ECD 106	Observation of Young Children	3
ECD 108	Family and Community Relations	3
ECD 109	Administration and Supervision	3
ECD 200	Curriculum Issues in Infant and Toddler Development	3
ECD 205	Social and Group Care of Infants/ Toddlers	3
ECD 207	Inclusive Care	3
ECD 210	Early Childhood Intervention	3
ECD 251	Supervised Field Experience in Infant and Toddler Development	3
ECD 253	Communication Systems for ECSE	3
ECD 254	Facilitation and Environmental Management for ECSE	3
ECD 255	Activity Therapy for Early Childhood Special Education	3
ECD 256	Counseling Techniques for ECSE	3
ECD 257	Supervised Field Experience in Early Childhood Special Education	3
ENG 102	English Composition	3
HIS 101	Western Civilization	3
MGT 120	Small Business Management or BUS 101 Introduction to Business	3
MUS 105	Music Appreciation	3
SAC 200	Introduction to School-Age and Youth Care	3
SAC 203	Designing Model Environments for School-Age Children and Youth	3
SAC 204	Safety, Health and Nutrition for School-Age Children and Youth	3
SAC 205	Guiding Behavior, Violence Prevention and Classroom Management	3
SAC 208	Supervised Field Experience for School-Age and Youth Care	3
SPA 101	Elementary Spanish 1	4

Human Services

Associate in Applied Science
Credit Requirements: 67-68 Semester Credit Hours

Human Services professionals hold jobs in such diverse settings as group homes and halfway houses; correctional and community mental health centers; family, child and youth service agencies; and programs concerned with family violence and aging. Depending on the employment setting and the types of clients served, the job titles and duties vary a great deal. The primary purpose of the human services worker is to assist individuals, families or communities to function as effectively as possible in the major domains of living. Students in the Human Services program will choose a focus area in Addictions/Substance Abuse, Developmental Disabilities, Family Intervention Studies, Gerontology or as a Human Services Generalist.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Students who have transfer credits of C or better from an approved, regionally accredited postsecondary institution may not need to take the placement test.

Students will complete a comprehensive field placement during the last half of the program. Assignments for the field placement exist in mental health, youth services, social services, eldercare, corrections, disabilities, rehabilitation and addiction services. A criminal background check by the South Carolina Law Enforcement Division (SLED) is required for students prior to field placement assignments. Students may be subject to additional agency screening above and beyond those required by TTC.

Recommended Sequence of Courses

First Semester – Fall

CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
HUS 101	Introduction to Human Services	3
HUS 102	Personal and Professional Development in Helping Professions	3
HUS 235	Group Dynamics	3
	Total	**15**

Second Semester – Spring

HUS 201	Family System Dynamics	3
HUS 205	Gerontology	3
HUS 208	Alcohol and Drug Abuse	3
HUS 212	Survey of Disabilities and Disorders	3
PSY 201	General Psychology	3
	Total	**15**

Third Semester – Summer

HUS 110	Orientation to Human Services	1
HUS 209	Case Management	3
HUS 230	Interviewing Techniques	3
SPC 205	Public Speaking	3
or		
ENG 260	Advanced Technical Communication	3
ELE HUS	Select one course from Human Services Electives	2-3
	Total	**12-13**

Fourth Semester – Fall

HUS 150	Supervised Field Placement I	3
HUS 237	Crisis Intervention	3
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
ELE HUS	Select one course from Human Services Electives	2-3
	Total	**11-12**

Fifth Semester – Spring

HUS 222	Leadership Development in Human Services	3
HUS 231	Counseling Techniques	3
HUS 250	Supervised Field Placement I	4
ELE HUM	Select one course from the Humanities Electives on page B-3	3
	Total	**13**

Human Services Electives

CRJ 210*	The Juvenile and the Law	3
CRJ 244	Probation, Pardon and Parole	3
ECD 253	Communication Systems for Early Childhood Special Education	3
HUS 112	Services for the Elderly	2
HUS 210	Communication with Deaf and Hard of Hearing Consumers	3
HUS 213	Developmental Disabilities Program Planning	3
HUS 214	Health, Wellness and Nutrition for Special Populations	3
HUS 217	Addictions Counseling	3
HUS 218	Addictions Counseling II	3
SOC 102	Marriage and the Family	3
SOC 205	Social Problems	3
SOC 210*	Juvenile Delinquency	3

**Students cannot receive credit for both CRJ 210 and SOC 210.*

Early Childhood Development

Diploma in Applied Science

Credit Requirements: 42 Semester Credit Hours

The Early Childhood Development diploma program prepares students to provide quality care for young children. This program is designed for students preparing for careers in early childhood development as child care providers in diverse child development settings.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Students who have transfer credits of C or better from an approved, regionally accredited postsecondary institution may not need to take the placement test.

The Early Childhood Development diploma program requires a health assessment denoting good health, a negative tuberculosis skin test and compliance with technical standards. A clear criminal background check by the South Carolina Law Enforcement Division (SLED) is also required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering these laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the Early Care and Education work force.

Recommended Sequence of Courses

First Semester

ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3
ENG 101	English Composition I	3
		Total 15

Second Semester

ECD 105	Guidance-Classroom Management	3
ECD 107	Exceptional Children	3
ECD 131	Language Arts	3
ECD 135	Health, Safety and Nutrition	3
ECD 203	Growth and Development II	3
		Total 15

Third Semester

ECD 237	Methods and Materials	3
ECD 243	Supervised Field Experience I	3
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
PSY 201	General Psychology	3
		Total 12

Addictions/Substance Abuse

Certificate in Applied Science

Credit Requirements: 28 Semester Credit Hours

The Addictions/Substance Abuse certificate program prepares students to perform ancillary psychotherapeutic treatment functions in both inpatient and outpatient facilities that cater to a broad range of addictive or compulsive behaviors. Students may choose to work in a treatment facility or a prevention capacity. A criminal background check by the South Carolina Law Enforcement Division (SLED) is also required for students prior to field placement assignment in HUS 150. Students may be subject to additional agency screening above and beyond those required by TTC.

Admission into this program requires proof of high school diploma (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

All courses in the Addictions/Substance Abuse certificate program can be counted toward the Human Services associate degree in Applied Science.

Recommended Sequence of Courses

First Semester

HUS 101	Introduction to Human Services	3
HUS 102	Personal and Professional Development in Helping Professions	3
HUS 208	Alcohol and Drug Abuse	3
HUS 235	Group Dynamics	3
		Total 12

Second Semester

HUS 110	Orientation to Human Services	1
HUS 209	Case Management	3
HUS 217	Addictions Counseling	3
HUS 230	Interviewing Techniques	3
		Total 10

Third Semester

HUS 150	Supervised Field Placement I	3
HUS 218	Addictions Counseling II	3
		Total 6

Child Care Management

Certificate in Applied Science

Credit Requirements: 39 Semester Credit Hours

The Child Care Management certificate program prepares students to work in supervisory, management or administrative positions in early childhood development.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Students who have transfer credits of C or better from an approved, regionally accredited postsecondary institution may not need to take the placement test. Program admission requires a health assessment denoting good health, a negative tuberculosis skin test and compliance with technical standards.

A clear criminal background check by the South Carolina Law Enforcement Division (SLED) also is required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering these laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the Early Care and Education work force.

Students who wish to exempt prerequisite requirements must present documentation of training and work experience to the dean of the Division of Community, Family and Child Studies.

Recommended Sequence of Courses

First Semester

ECD 102	Growth and Development I	3
ECD 106	Observation of Young Children	3
ECD 108	Family and Community Relations	3
ECD 109	Administration and Supervision	3
	Total	**12**

Second Semester

ECD 105	Guidance-Classroom Management	3
ECD 107	Exceptional Children	3
ECD 201	Principles of Ethics and Leadership in Early Care and Education	3
ECD 203	Growth and Development II	3
	Total	**12**

Third Semester

CPT 101	Introduction to Computers	3
ECD 135	Health, Safety and Nutrition	3
ECD 210	Early Childhood Intervention	3
ECD 237	Methods and Materials	3
BUS 101	Introduction to Business	3
or		
MGT 120	Small Business Management	3
	Total	**15**

Developmental Disabilities

Certificate in Applied Science

Credit Requirements: 28 Semester Credit Hours

The Developmental Disabilities certificate program prepares students to work with children and adults with physical, mental and emotional disabilities. Students specialize in the areas of developmental disabilities and mental retardation. Students gain an understanding of the effects of developmental disabilities in medical, psychological, social, educational, vocational and economic terms. Graduates qualify for employment in group homes, foster care homes, respite services, vocational rehabilitation agencies, sheltered workshops, supported employment programs, adult vocational programs, early childhood intervention programs, and other programs for individuals with developmental disabilities and mental retardation.

Admission to the program requires proof of high school graduation (GED) and qualifying scores on SAT, ACT or the TTC placement test.

A criminal background check by the South Carolina Law Enforcement Division (SLED) is required for students prior to the field placement assignment in HUS 150. Students may be subject to additional agency screening above and beyond those required by TTC.

All courses in the Developmental Disabilities certificate program can be counted toward the Human Services associate degree in Applied Science.

Recommended Sequence of Courses

First Semester

ECD 253	Communication Systems for Early Childhood Special Education	3
HUS 101	Introduction to Human Services	3
HUS 102	Personal and Professional Development in Helping Professions	3
HUS 212	Survey of Disabilities and Disorders	3
	Total	**12**

Second Semester

HUS 110	Orientation to Human Services	1
HUS 210	Communication with Deaf and Hard of Hearing Consumers	3
HUS 213	Developmental Disabilities Program Planning	3
HUS 214	Health, Wellness and Nutrition for Special Populations	3
HUS 230	Interviewing Techniques	3
	Total	**13**

Third Semester

HUS 150	Supervised Field Placement I	3
	Total	**3**

Early Childhood Development

Certificate in Applied Science

Credit Requirements: 27 Semester Credit Hours

The Early Childhood Development certificate program prepares students to work primarily in federally funded programs such as Head Start. This certificate also is designed for those currently employed who desire to make a career move and parents who want to learn more about the development of young children.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Students who have transfer credits of C or better from an approved, regionally accredited

postsecondary institution may not need to take the placement test.

Program admission requires that students have a health assessment denoting good health, a negative tuberculosis skin test and compliance with technical standards. A clear criminal background check by the South Carolina Law Enforcement Division (SLED) also is required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering these laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the Early Care and Education work force.

Recommended Sequence of Courses

First Semester

ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3
	Total 12	

Second Semester

ECD 105	Guidance-Classroom Management	3
ECD 107	Exceptional Children	3
ECD 131	Language Arts	3
ECD 135	Health, Safety and Nutrition	3
ECD 203	Growth and Development II	3
	Total 15	

Early Childhood Special Education

Certificate in Applied Science

Credit Requirements: 27 Semester Credit Hours

The Early Childhood Special Education certificate program helps upgrade and enhance the skills of early childhood special education paraeducators and is open to those with no experience. This certificate is organized with standards from the Council for Exceptional Children (CEC) and the National Association for the Education of Young Children (NAEYC). Paraeducators working with children from birth through age eight will be provided adequate training related to experiences in typical growth and development, curriculum issues, exceptionality and early intervention, communication systems, activity therapy, facilitation and environmental management for early childhood special education, counseling techniques, creative experiences, and safety, health and nutrition.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Students who have transfer credits of C or better from an approved, regionally accredited postsecondary institution may not need to take the placement test. Program admission requires that students have a health assessment denoting good health, a negative tuberculosis skin test, and compliance with technical standards. A clear criminal background check by the South Carolina Law Enforcement Division (SLED) is also required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering these laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the Early Care and Education work force.

Recommended Sequence of Courses

First Semester

ECD 107	Exceptional Children	3
ECD 210	Early Childhood Intervention	3
ECD 253	Communication Systems for Early Childhood Special Education	3
ECD 254	Facilitation and Environmental Management for Early Childhood Special Education	3
	Total 12	

Second Semester

ECD 207	Infants and Toddlers with Special Needs	3
ECD 255	Activity Therapy for Early Childhood Special Education	3
ECD 256	Counseling Techniques for Early Childhood Special Education	3
ECD 257	Supervised Field Experience in Early Childhood Special Education	3
	Total 12	

Third Semester

HUS 210	Communication with Deaf and Hard of Hearing Consumers	3
	Total 3	

Family Intervention Studies

Certificate in Applied Science
Credit Requirements: 28 Semester Credit Hours

The Family Intervention Studies certificate program prepares students for work with fragile families. Specialized study includes child maltreatment, intimate partner violence, elder abuse and working with at-risk youth. Graduates are qualified to perform various levels of intervention, including intake processing, referrals and case management.

A criminal background check by the South Carolina Law Enforcement Division (SLED) is required for students prior to field placement assignment in HUS 150. Students may be subject to additional agency screening above and beyond those required by TTC.

Admission into this program requires proof of high school diploma (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

All courses in the Family Intervention Studies certificate program can be counted toward the Human Services associate degree in Applied Science.

Recommended Sequence of Courses

First Semester

HUS 101	Introduction to Human Services	3
HUS 102	Personal and Professional Development in Helping Professions	3
HUS 201	Family System Dynamics	3
HUS 235	Group Dynamics	3
		Total 12

Second Semester

CRJ 210	The Juvenile and the Law	3
or		
CRJ 244	Probation, Pardon and Parole	3
HUS 110	Orientation to Human Services	1
HUS 208	Alcohol and Drug Abuse	3
HUS 209	Case Management	3
HUS 230	Interviewing Techniques	3
		Total 13

Third Semester

HUS 150	Supervised Field Placement I	3
		Total 3

Gerontology

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

The Gerontology certificate prepares students to work with individuals 65 years old and older. As this population continues to increase in numbers, the need for more services also increases. Students will find careers in areas such as income assistance, health care, housing and leisure activities.

Admission into this program requires proof of high school diploma (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

A criminal background check by the South Carolina Law Enforcement Division (SLED) is also required for students prior to the field placement assignment in HUS 150. Students may be subject to additional agency screening above and beyond those required by TTC.

All courses in the Gerontology Certificate can be counted toward the Human Services associate degree in Applied Science.

Recommended Sequence of Courses

First Semester

HUS 101	Introduction to Human Services	3
HUS 102	Personal and Professional Development in Helping Professions	3
HUS 205	Gerontology	3
HUS 235	Group Dynamics	3
		Total 12

Second Semester

HUS 110	Orientation to Human Services	1
HUS 112	Services for the Elderly	2
HUS 209	Case Management	3
HUS 214	Health, Wellness and Nutrition for Special Populations	3
HUS 230	Interviewing Techniques	3
		Total 12

Third Semester

HUS 150	Supervised Field Placement I	3
		Total 3

Human Services Generalist

Certificate in Applied Science
Credit Requirements: 28 Semester Credit Hours

The Human Services Generalist certificate program prepares students for positions working with individuals, families or communities in a number of different settings. The certificate is designed for students who prefer a more generalized program of study in the Human Services field. It is also appropriate for those who want to craft a specific area of study using the choice of electives. This can be achieved by working closely with the Human Services academic advisor. Field placement assignments exist in mental health, youth services, social services, eldercare, corrections, disabilities, rehabilitation and addictions services.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

A criminal background check by the South Carolina Law Enforcement Division (SLED) is also required for students prior to field placement assignment in HUS 150. Students may be subject to additional agency screening above and beyond those required by TTC.

All courses in the Human Services Generalist Certificate program can be counted toward the Human Services Associate Degree in Applied Science.

Recommended Sequence of Courses

First Semester

HUS 101	Introduction to Human Services	3
HUS 102	Personal and Professional Development in Helping Professions	3
HUS 235	Group Dynamics	3
ELE HUS	Select one course from Human Services Electives	3
	Total	**12**

Second Semester

HUS 110	Orientation to Human Services	1
HUS 201	Family System Dynamics	3
HUS 208	Alcohol and Drug Abuse	3
HUS 209	Case Management	3
HUS 230	Interviewing Techniques	3
	Total	**13**

Third Semester

HUS 150	Supervised Field Placement I	3
	Total	**3**

Human Services Electives

CRJ 210*	The Juvenile and the Law	3
CRJ 244	Probation, Pardon and Parole	3
ECD 253	Communication Systems for Early Childhood Special Education	3
HUS 112	Services for the Elderly	2
HUS 210	Communication with Deaf and Hard of Hearing Consumers	3
HUS 213	Developmental Disabilities Program Planning	3
HUS 214	Health, Wellness and Nutrition for Special Populations	3
HUS 217	Additions Counseling	3
HUS 218	Addictions Counseling II	3
SOC 102	Marriage and the Family	3
SOC 205	Social Problems	3
SOC 210*	Juvenile Delinquency	3

**Students cannot receive credit for both CRJ 210 and SOC 210.*

Infant and Toddler Development

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

The Infant and Toddler Development certificate program upgrades and enhances the skills of infant and toddler child care professionals and also is open to those with no experience. This certificate is organized with standards from the National Association for the Education of Young Children (NAEYC). Professionals working with children birth through 2 years old are provided with adequate training related to experiences in growth and development, curriculum issues, guidance, exceptionality and early intervention, creative experiences, safety, health and nutrition, and socialization.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Students who have transfer credits of C or better from an approved, regionally accredited postsecondary institution may not need to take the placement test.

Program admission requires that students have a health assessment denoting good health, a negative tuberculosis skin test and compliance with technical standards. A clear criminal background check by the South Carolina Law Enforcement Division (SLED) also is required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the Early Care and Education work force.

Recommended Sequence of Courses

First Semester

ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 200	Curriculum Issues in Infant and Toddler Development	3
		Total 9

Second Semester

ECD 205	Socialization and Group Care of Infants and Toddlers	3
ECD 207	Infants and Toddlers with Special Needs	3
ECD 251	Supervised Field Experiences in Infant/Toddler Environments	3
		Total 9

School-Age and Youth Development

Certificate in Applied Science
Credit Requirements: 33 Semester Credit Hours

The School-Age and Youth Development certificate program upgrades and enhances the skills of professionals and for those interested in possessing a career in school-age and youth development. Professionals working with children ages 5-17 will be provided with training related to experiences in human relationships, indoor/outdoor environments, activities, safety, health and nutrition, and administrative skills.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Students who have transfer credits of C or better from an approved, regionally accredited postsecondary institution may not need to take the placement test.

Program admission requires that students have a health assessment denoting good health, a negative tuberculosis skin test and compliance with technical standards. A clear criminal background check by the South Carolina Law Enforcement Division (SLED) also is required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering these laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the Early Care and Education, School-Age and Youth, and Human Services work force.

Recommended Sequence of Courses

First Semester

SAC 101	Best Practices in School-Age and Youth Care Skills	3
		Total 3

Second Semester

SAC 200	Introduction to School-Age and Youth Care	3
SAC 201	Development of the School-Age Child and Youth	3
SAC 204	Safety, Health and Nutrition for School-Age Children and Youth	3
		Total 9

Third Semester

SAC 202	Administration of School-Age and Youth Programs	3
SAC 203	Designing Model Environments for School-Age Children and Youth	3
SAC 209	Introduction to Special Education for School-Age Children and Youth	3
		Total 9

Fourth Semester

SAC 205	Guiding Behavior, Violence Prevention and Classroom Management Strategies	3
SAC 206	Human Relationships for Children, Staff and Families	3
SAC 207	Science, Technology and Cultural Arts in School-Age and Youth Programs	3
		Total 9

Fifth Semester

SAC 208	Supervised Field Experience for School-Age and Youth Care	3
		Total 3

Culinary Institute of Charleston

Overview

The Culinary Institute of Charleston (CIC) responds to the expanding educational needs of one of the area's largest industries. The $5.7 billion economic impact of tourism in the greater Charleston area includes 105,000 related jobs, according to the Center for Business Research of the Metro Charleston Chamber of Commerce. Within the state of South Carolina, hospitality and culinary employment is of major significance. The economic impact of this industry continues to increase nationally and internationally. Education within this field offers a range of employment opportunities and career progression.

In culinary arts studies, CIC offers an associate degree in Culinary Arts Technology, certificates in Culinary Arts, Baking and Pastry, and Food Service Specialist. Courses offered in the curriculum will also recertify industry employees for the American Culinary Federation. The culinary studies are accredited by the American Culinary Federation Accrediting Commission.

In hospitality and tourism studies, CIC offers an associate degree in Hospitality and Tourism Management and certificate programs in Event Management, Food and Beverage Operations, Advanced Beverage Service Management and Hotel Operations. The hospitality studies are accredited by the Accreditation Commission for Programs in Hospitality Administration.

CIC courses prepare students with knowledge and practice in the principles, skills and scope of the industry. Classes focus on quality in product and service. Hands-on training takes place within the modern CIC laboratories and through cooperative industry work experiences.

General Information

Students interested in culinary or hospitality and tourism programs should consult with a faculty advisor to discuss requirements and other details of scheduling. For more information, call 843.820.5090 or visit www.CulinaryInstituteofCharleston.com.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Programs of Study

Associate Degree Programs
Culinary Arts Technology
    Baking and Pastry
Hospitality and Tourism Management

Certificate Programs
Advanced Culinary Arts
Advanced Baking and Pastry
Advanced Beverage Service Management
Baking and Pastry
Culinary Arts
Event Management
Food and Beverage Operations
Food Service Specialist
Hotel Operations
ACF Recertification

Culinary Arts Technology

Associate in Applied Science
Credit Requirements: 70 Semester Credit Hours

The Culinary Arts degree program prepares students for positions as professional cooks in food service operations including hotels, motels, resorts, restaurants or catering operations. Students study both theory and practical applications of the requirements of quality food preparation.

All culinary courses are presented in culinary theory with application in kitchens of the Culinary Institute of Charleston at Trident Technical College. The degree program is accredited by the American Culinary Federation (ACF). Graduates are eligible for ACF certification.

Recommended Sequence of Courses
First Semester – Fall

CPT 101	Introduction to Computers	3
HOS 101	Principles of Food Production I	3
HOS 103	Nutrition	3
HOS 120	Bakeshop Production	3
HOS 140	The Hospitality Industry	3
HOS 154	Safety and Sanitation	2
		Total 17

Second Semester – Spring

ENG 101	English Composition I	3
HOS 102	Principles of Food Production II	3
HOS 227	Garde Manger	5
HOS 256	Hospitality Management Concepts	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
		Total 17

Third Semester – Summer

HOS 277	SCWE in Culinary Arts	3
		Total 3

Fourth Semester – Fall

HOS 160	Purchasing for Hospitality	3
HOS 201	A la Carte I	3
HOS 245	Hospitality Marketing	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
PSY 201	General Psychology	3
		Total 15

Fifth Semester – Spring

HOS 145	Dining Room Operations	3
HOS 159	Hospitality Accounting Applications	3
or		
HOS 171	Food and Beverage Controls	3
HOS 202	A la Carte II	3
HOS 265	Hotel, Restaurant and Travel Law	3
ELE CUL	Select one course from Culinary Electives	3
ELE HUM	Select one course from Humanities Electives on page B-3	3
		Total 18

Culinary Electives

HOS 106	Introduction to Production Kitchens	3
HOS 180	French Regional Cuisine	3
HOS 190	Issues in Culinary Arts and Hospitality	3
HOS 220	Advanced Bakeshop	3
HOS 243	Food Competition Fundamentals	3
HOS 254	Catering Management	3

Baking and Pastry Career Path

Degree: Associate in Applied Science
Credit Requirements: 69 Semester Hours

The Culinary Arts/ Baking and Pastry career path prepares students for positions as professional bakers, pastry cooks, and decorators in food service operations including hotels, restaurants, catering, retail bakeries, fine dining, research and development, resorts, and supermarket bakeries. Students study theory and practical kitchen applications to fulfill the requirements of baking and pastry food preparation. Courses are designed to be taken online, in the classroom, and in the baking and pastry labs.

Recommended Course Sequence
First Semester – Fall

HOS 112	Introduction to Baking Science	1
HOS 103	Nutrition	3
HOS 114	Introduction to Cakes	3
*HOS 120	Bakeshop Production	3
HOS 140	The Hospitality Industry	3
*HOS 154	Safety and Sanitation	2
CPT 101	Introduction to Computers	3
		Total 18

Second Semester – Spring

HOS 113	Laminated Doughs and Pastries	3
HOS 121	Cake Decorating and Finishing Techniques	3
HOS 256	Hospitality Management Concepts	3
ENG 101	English Composition 1	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
		Total 15

Third Semester – Summer

HOS 277	SCWE in Culinary Arts	3
ELE B/P	Baking and Pastry Elective	3
		Total 6

Fourth Semester – Fall

*HOS 160	Purchasing	3
HOS 220	Advanced Bakeshop	3
*HOS 245	Hospitality Marketing	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
PSY 201	General Psychology	3
		Total 15

Fifth Semester – Spring

*HOS 221	Retail Baking	3
HOS 159	Hospitality Accounting Applications	3
or		
HOS 171	Food and Beverage Controls	3
*HOS 265	Hotel, Restaurant and Travel Law	3
ELE B/P	Baking and Pastry Electives	3
ELE HUM	Select one course from Humanities electives on page B-3	3
		Total 15

Baking and Pastry Electives

HOS 181	Candies and Confectionaries	3
HOS 182	Artisan Breads	3
HOS 183	Plated Desserts	3
HOS 185	Ice Creams and Frozen Desserts	3
HOS 190	Issues in Culinary Arts and Hospitality	3
HOS 222	Advanced Chocolate and Sugar	3
HOS 223	Wedding Cakes Decorating Techniques	3
HOS 224	Jams, Jellies, Chutneys and Tarts	3
HOS 228	Petit Fours and Mini Pastries	3
HOS 243	Food Competition Fundamentals	3
HOS 254	Catering Management	3

**National Restaurant Association, Pro-Management Course Certification*

Hospitality and Tourism Management

Associate in Applied Science
Credit Requirements: 68 Semester Credit Hours

The Hospitality and Tourism Management degree program prepares students for supervisory positions in hotels, motels, resorts, restaurants, attractions or a variety of other job opportunities within the travel industry.

The Hospitality and Tourism Management degree is accredited by the Accreditation Commission for Programs in Hospitality Administration.

Recommended Sequence of Courses
First Semester – Fall

CPT 101	Introduction to Computers	3
HOS 132	Hospitality Communication and Leadership	3
HOS 140	The Hospitality Industry	3
HOS 145	Dining Room Operations	3
HOS 154	Safety and Sanitation	2
ELE HTM	Select one course from Hospitality and Tourism Management Electives	3
		Total 17

Second Semester – Spring

ENG 101	English Composition I	3
HOS 101	Principles of Food Production I	3
or		
HOS 110	Food Production Management	3
HOS 103	Nutrition	3
HOS 159	Hospitality Accounting Applications	3
HOS 160	Purchasing for Hospitality	3
ELE HTM	Select one course from Hospitality and Tourism Management Electives	3
		Total 18

Third Semester – Summer

HOS 272	SCWE in Hospitality/Tourism Management	3
		Total 3

Fourth Semester – Fall

HOS 245	Hospitality Marketing	3
HOS 250	Beverage Service Management	3
HOS 262	Hospitality Software Applications	3
ELE MAT	Select one Math course from Math/Natural Science electives on page B-4	3
ELE HTM	Select one course from Hospitality and Tourism Management Electives	3
		Total 15

Fifth Semester – Spring

HOS 255	Food Service Management	3
HOS 256	Hospitality Management Concepts	3
HOS 265	Hotel, Restaurant and Travel Law	3
ELE HUM	Select one course from Humanities Electives on page B-3	3
ELE SSC	Select one course from Behavioral/ Social Sciences Electives on page B-3	
		Total 15

Hospitality and Tourism Management Electives

HOS 150	Hotel Management	3
HOS 163	International Etiquette and Protocol	3
HOS 164	Travel and Tourism	3
HOS 169	Club Management	3
HOS 190	Issues in Culinary Arts and Hospitality	3
HOS 252	Advanced Food and Beverage Service	3
HOS 254	Catering Management	3
HOS 258	Convention Management	3
SPA 155	Technical Spanish I	3

Baking and Pastry

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

The Baking and Pastry certificate program prepares students for baking and pastry positions in a variety of settings including fine dining restaurants and retail bakeries. Students study both theory and practical applications of baking, cake decorating and retail bake-shop management. All culinary courses are presented in culinary theory with application in kitchens of the Culinary Institute of Charleston at TTC.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

HOS 112	Introduction to Baking Science	1
HOS 113	Laminated Doughs and Pastries	3
HOS 114	Introduction to Cakes	3
HOS 120	Bakeshop Production	3
HOS 154	Safety and Sanitation	2
		Total 12

Second Semester – Spring

HOS 121	Cake Decorating and Finishing Techniques	3
HOS 220	Advanced Bakeshop	3
HOS 221	Retail Baking	3
ELE B/P	Select one course from Baking and Pastry Electives	3
		Total 12

Baking and Pastry Electives

HOS 159	Hospitality Accounting Applications	3
HOS 160	Purchasing for Hospitality	3
HOS 181	Candies and Confectionaries	3
HOS 182	Artisan Breads	3
HOS 183	Plated Desserts	3
HOS 243	Food Competition Fundamentals	3
HOS 265	Hotel, Restaurant and Travel Law	3

Advanced Baking and Pastry

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

The Advanced Baking and Pastry Arts Certificate prepares students for fast track baking and pastry positions in restaurants, hotels, catering, retail bakeries, and other foodservice operations. Students study theory and practice hands-on applications in the College's fine dining restaurant. This program meets advanced standards of education for the American Culinary Federation certification levels in baking and pastry.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test, as well as completion of a Baking and Pastry Certificate, culmination of baking and pastry course totally 24 credit hours, or professional experience in this field of study with a minimum of 600 hours of documented work.

Recommended Sequence of Courses
First Semester – Fall

HOS 181	Candies and Confectionaries	3
HOS 182	Artisan Breads	3
HOS 183	Plated Desserts	3
HOS 222	Chocolate and Sugar	3
		Total 12

Second Semester – Spring

HOS 185	Ice Cream and Frozen Desserts	3
HOS 223	Wedding Cakes and Decorating Techniques	3
HOS 224	Jams, Jellies, Chutneys and Tarts	3
HOS 228	Petit Fours and Mini Pastries	3
		Total 12

Culinary Arts

Certificate in Applied Science
Credit Requirements: 22 Semester Credit Hours

The Culinary Arts Certificate prepares students for entry-level cooking positions in restaurants, hotels, catering and other food service operations. Students study theory and practice hands-on applications of preparing, cooking and presenting food. This program meets the minimum standards for the American Culinary Federation certification level of Certified Culinarian.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

HOS 101	Principles of Food Production I	3
HOS 103	Nutrition	3
HOS 120	Bakeshop Production	3
HOS 154	Hospitality Sanitation	2
	Total 11	

Second Semester – Spring

HOS 102	Principles of Food Production II	3
HOS 227	Garde Manger	5
HOS 256	Hospitality Management Concepts	3
	Total 11	

Advanced Culinary Arts

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

The Advanced Culinary Arts certificate prepares students for fast-track cooking positions in restaurants, hotels, catering and other foodservice operations. Students study theory and practice hands-on applications of preparing, cooking and presenting food in the Culinary Institute's fine dining restaurant as well as in a professional restaurant, club, resort or hotel. This program meets advanced standards of education for the American Culinary Federation certification levels

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test as well as completion of a Culinary Arts degree or certificate, a culmination of cooking courses that total 24 credit hours, or professional experience in this field of study with a minimum of 600 hours of documented work.

Recommended Sequence of Courses
First Semester – Fall

HOS 201	A la Carte I	3
HOS 202	A la Carte II	3
HOS 180	French Regional Cuisine	3
HOS 178	Farm to Plate	3
	Total 12	

Second Semester – Spring

HOS 186	Mediterranean Cuisine	3
HOS 280	Butchery and Charcuterie	3
HOS 281	Seafood Cookery	3
HOS 277	SCWE in Culinary Arts	3
	Total 12	

Event Management

Certificate in Applied Science
Credit Requirements: 23 Semester Credit Hours

The Event Management certificate program provides an overview of the event management industry to prepare students for entry-level positions in event management. Students will learn the process of planning events from the initial conception phase through delivery including sales, transportation, logistics, food and beverage management and service and gain general competency in providing support for delivery and management of such events.

Admission to this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

HOS 110	Food Production Management	3
or		
HOS 101	Principles of Food Production I	3
HOS 140	The Hospitality Industry	3
HOS 154	Safety and Sanitation	2
HOS 163	International Etiquette and Protocol	3
	Total 11	

Second Semester – Spring

HOS 258	Convention Management	3
HOS 250	Beverage Service Management	3
HOS 254	Catering Management	3
HOS 265	Hotel, Restaurant and Travel Law	3
	Total 12	

Advanced Beverage Service Management

Certificate in Applied Science
Credit Requirements: 18 semester Credit Hours

The Advanced Beverage Service Management program is designed for students interested in acquiring advanced knowledge of the beverage management industry through study of history, origins, product identification, purchase, storage, sales and service of wines, beers, distilled spirits and related products. The program also addresses legal requirements and the achievement of industry credentials for safe, legal service of alcoholic beverages.

Admission to this program requires completion of at least one other hospitality/tourism management program or department head approval. In addition, students must have proof of high school graduation (or GED) and qualifying SAT, ACT or appropriate TTC placement test.

HOS 250	Beverage Service Management	3
HOS 251	Introduction to Wine	3
HOS 253	Beer Basics	3
HOS 261	Distilled Spirits and Related Products	3
HOS 264	Food and Beverage Pairing	3
HOS 268	Building a Beverage Business	3
		Total 18

Food and Beverage Operations

Certificate in Applied Science
Credit Requirements: 17 Semester Credit Hours

The Food and Beverage Operations certificate is designed for students interested in development of food and beverage management skills for professional development, career enhancement and personal enrichment.

Admission to this program requires proof of high school graduation (or GED) and qualifying SAT, ACT or appropriate TTC placement test scores.

HOS 132	Hospitality Communications and Leadership	3
HOS 154	Safety and Sanitation	2
HOS 163	International Etiquette and Protocol	3
HOS 250	Beverage Service Management	3
HOS 265	Hotel, Restaurant and Travel Law	3

Choose one of the following:

HOS 252	Advanced Food and Beverage Service	3
or		
HOS 255	Food Service Management	3
		Total 17

Food Service Specialist

Certificate in Applied Science
Credit Requirements: 23-24 Semester Credit Hours

The Food Service Specialist certificate prepares students to apply culinary skills in specialized environments such as child development centers, schools or geriatric care facilities. Students learn to apply professional standards as well as state and federal guidelines for best practices in the preparation of food in a variety of environments.

Admission to this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

HOS 101	Principles of Food Production I	3
HOS 103	Nutrition	3
HOS 154	Safety and Sanitation	2
SAC 200	Introduction to School-Age and Youth Care	3
or		
HUS 101	Introduction to Human Services	3
or		
ECD 101	Introduction to Early Childhood	3
		Total 11

Second Semester – Spring

CPT 101	Introduction to Computers	3
HOS 117	Culinary Skills for Special Populations	3
HOS 160	Purchasing for Hospitality	3
SPA 101	Elementary Spanish I	4
or		
SAC 204	Safety, Health and Nutrition for School-Age Children and Youth	3
or		
ECD 135	Health, Safety and Nutrition	3
		Total 12-13

Hotel Operations

Certificate in Applied Science
Credit Requirements – 18 Semester Credit Hours

The Hotel Operations certificate will equip students with the skills necessary to understand and apply basic hotel industry concepts including knowledge of operations, guest services, software applications, sales and marketing. Students will be prepared for entry-level employment in hotels, bed and breakfast operations, timeshares, resorts and other lodging operations and related fields.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or appropriate TTC placement test. Successful completion of ENG 100 is recommended.

Recommended Sequence of Courses

First Semester – Fall

HOS 140	The Hospitality Industry	3
HOS 150	Hotel Management	3
HOS 163	International Etiquette and Protocol	3
	Total	**9**

Second Semester – Spring

CPT 101	Introduction to Computers	3
or		
HOS 262	Hospitality Software Systems	3
HOS 258	Convention Management	3
HOS 265	Hotel, Restaurant and Travel Law	3
	Total	**9**

ACF Recertification

These three courses offered in the curriculum will recertify industry employees for the American Culinary Federation.

Recommended Sequence of Courses

HOS 103	Nutrition	3
HOS 154	Safety and Sanitation	2
HOS 256	Hospitality Management Concepts	3
	Total	**8**

Engineering Technology

Overview

TTC's Division of Industrial and Engineering Technology offers a wide array of associate degrees and certificates designed to provide excellent career opportunities in the highly technical and rapidly expanding area of engineering technology.

Courses offered within the Department of Engineering Technology are designed to develop critical thinking and broad technical knowledge. The engineering technology principles learned are applied to practical engineering problems. Classroom study is related to shop, laboratory and field experience.

The associate degree programs require two years of study. The certificate programs require two to four semesters of study and are offered when sufficient interest is generated to support class-size groups. All have requirements for admission. Students interested in any of these programs should call the Department of Engineering Technology at 843.574.6156 for additional information on programs, scheduling and admission requirements. Any of the programs may be completed on a part-time basis, though it will require a longer period of time to do so.

General Information

As with all TTC programs, students interested in Engineering Technology programs should consult with a faculty advisor to discuss program requirements, class times and frequency of offerings. For more information, call 843.574.6156.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Programs of Study

Associate Degree Programs
Civil Engineering Technology
Electronics Engineering Technology
Mechanical Engineering Technology

Certificate Programs
Architectural Design Graphics I
Architectural Design Graphics II
Basic Electronic Journeyman I
Chemical Engineering Transfer (USC)
Civil Engineering Transfer (The Citadel)
Civil/Mechanical Engineering Transfer (USC)
Computer Aided Design I
Computer Aided Design II
Construction Management
Electrical Engineering Transfer (The Citadel)
Electrical Engineering Transfer (USC)
Engineering Design Graphics
Surveying

Transfer Programs
Transfer Engineering Programs
- The Citadel
- University of South Carolina
- Clemson University

Civil Engineering Technology

Associate in Applied Science
Credit Requirements: 74 Semester Credit Hours
Day

The Civil Engineering Technology program prepares students to perform at the technician level in engineering design, drafting, surveying and construction. Employers of Civil Engineering Technology graduates include engineering consultants, surveying firms, state and federal governments, public works, construction companies, highway departments, and soil and materials testing firms. Graduates typically obtain jobs working under the supervision of land development engineers, building inspectors, construction superintendent trainees, and soil and concrete testing technicians. They aid engineers in the design of steel and concrete structures, highways, storm drainage, sewage and water supply systems. They also obtain jobs as members of survey teams or in computer-aided drafting and design.

Recommended Sequence of Courses
First Semester – Fall

CET 120	Construction Materials	3
CET 204	Surveying I	4
***EGT 109	Introduction to Engineering Design Graphics	3
ENG 101	English Composition I	3
*MAT 110	College Algebra	3
		Total 16

Second Semester – Spring

CET 205	Surveying II	4
EGT 151	Introduction to CAD	3
EGR 110	Introduction to Computer Environment	3
*MAT 111	College Trigonometry	3
		Total 13

Third Semester – Summer

EGR 190	Statics	3
**PHY 201	Physics I	4
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
		Total 13

Fourth Semester – Fall

CET 210	Strength of Materials	3
CET 218	Hydraulics	3
GMT 250	Evidence Procedures for Boundary Control	3
*MAT 130	Elementary Calculus	3
or		
MAT 120	Probability and Statistics	3
**PHY 202	Physics II	4
		Total 16

Fifth Semester – Spring

CET 215	Soil Mechanics Fundamentals	2
CET 244	Structural Steel Design	3
CET 246	Environmental Systems Technology	3
CET 251	Highway Design	3
ELE CET	Select one course from the Civil Engineering Technology Electives	2
ELE HUM	Select one course from Humanities Electives on page B-3	3
		Total 16

Civil Engineering Technology Electives

AET 110	Architectural Graphics I	3
CET 127	Building Construction and Print Reading	4
CET 135	Construction Contracts	2
CET 230	Construction Management	3
CET 238	Construction Planning and Scheduling	2
CET 245	Cost Estimating	3
CWE	Cooperative Work Experience	2
EGR 282	Introduction to Civil Engineering	2
EGT 152	Fundamentals of CAD	3

**Students may choose any of the following math sequences: MAT 110, MAT 111, MAT 130; or MAT 110, MAT 111, MAT 120; or MAT 110, 111, 140; or MAT 112, MAT 140.*
***Students may choose PHY 221 instead of PHY 201 and PHY 222 or CHM 110 instead of PHY 202.*
****Allowable alternate: EGR 275*

Civil Engineering Technology

Associate in Applied Science
Credit Requirements: 74 Semester Credit Hours
Day/Evening

The Civil Engineering Technology program prepares students to perform at the technician level in engineering design, drafting, surveying and construction. Employers of Civil Engineering Technology graduates include engineering consultants, surveying firms, state and federal governments, public works, construction companies, highway departments, and soil and materials testing firms. Graduates typically obtain jobs working under the supervision of land development engineers, building inspectors, construction superintendent trainees, and soil and concrete testing technicians. They aid engineers in the design of steel and concrete structures, highways, storm drainage, sewage and water supply systems. They also obtain jobs as members of survey teams or in computer aided drafting and design. Note: A number of Civil Engineering Technology courses are offered only during the day.

Recommended Sequence of Courses
First Semester – Fall

CET 120	Construction Materials	3
***EGT 109	Introduction to Engineering Design Graphics	3
ENG 101	English Composition I	3
		Total 9

Second Semester – Spring

EGR 110	Introduction to Computer Environment	3
*MAT 110	College Algebra	3
ELE HUM	Select one course from Humanities Electives on page B-3	3
		Total 9

Third Semester – Summer

EGT 151	Introduction to CAD	3
*MAT 111	College Trigonometry	3
		Total 6

Fourth Semester – Fall

CET 204	Surveying I	4
PSY 201	General Psychology	3
		Total 7

Fifth Semester – Spring

CET 205	Surveying II	4
		Total 4

Sixth Semester – Summer

EGR 190	Statics	3
**PHY 201	Physics I	4
		Total 7

Seventh Semester – Fall

CET 210	Strength of Materials	3
CET 218	Hydraulics	3
GMT 250	Evidence Procedures for Boundary Control	3
		Total 9

Eighth Semester – Spring

CET 215	Soil Mechanics Fundamentals	2
CET 251	Highway Design	3
		Total 5

Ninth Semester – Summer

*MAT 120	Probability and Statistics	3
or		
MAT 130	Elementary Calculus	3
**PHY 202	Physics II	4
		Total 7

Tenth Semester – Fall

SPC 205	Public Speaking	3
		Total 3

Eleventh Semester – Spring

CET 244	Structural Steel Design	3
CET 246	Environmental Systems Technology	3
ELE CET	Select one course from Civil Engineering Technology Electives	2
		Total 8

Civil Engineering Technology Electives

AET 110	Architectural Graphics I	3
CET 127	Building Construction and Print Reading	4
CET 135	Construction Contracts	2
CET 230	Construction Management	3
CET 238	Construction Planning and Scheduling	2
CET 245	Cost Estimating	3
CWE	Cooperative Work Experience	2
EGR 282	Introduction to Civil Engineering	2
EGT 152	Fundamentals of CAD	3

**Students may choose any of the following math sequences: MAT 110, MAT 111, MAT 130; or MAT 110, 111, 120; or MAT 110, MAT 111, MAT 140 ;or MAT 112, MAT 140.*
***Students may choose PHY 221 instead of PHY 201 and PHY 222 or CHM 110 instead of PHY 202.*
****Allowable alternate: EGR 275*

Electronics Engineering Technology

Associate in Applied Science
Credit Requirements: 70-73 Semester Credit Hours
Day

The Electronics Engineering Technology program prepares students for a broad range of jobs in the electrical and electronic fields. Graduates of the program may become employed as broadcast technicians, business machine technicians, customer service representatives, computer service technicians, engineering technicians, laboratory technicians, field engineering technicians, engineering aides, electrical sales technicians, technical writers and electrical instrument technicians.

Recommended Sequence of Courses
First Semester – Fall

EGR 104	Engineering Technology Foundations	3
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
MAT 110	College Algebra	3
		Total 12

Second Semester – Spring

EET 113	Electrical Circuits I	4
EET 145	Digital Circuits	4
EGR 230	Measurement Principles	4
MAT 111	College Trigonometry	3
		Total 15

Third Semester – Summer

*EGT 109	Introduction to Engineering Design Graphics	3
PHY 201	Physics I	4
SPC 205	Public Speaking	3
ELE HUM	Select one course from Humanities Electives on page B-3	3
		Total 13

Fourth Semester – Fall

EET 141	Electronic Circuits	4
EEM 251	Programmable Controllers	3
EGR 175	Manufacturing Processes	3
PSY 201	General Psychology	3
ELE EET	Select one course from the Electronics Engineering Technology Math/Science Electives	3-4
		Total 16-17

Fifth Semester – Spring

EEM 252	Programmable Controllers Applications	3
EET 241	Electronic Communications	4
EET 243	Data Communications	3
EGR 255	Engineering Technology Senior Systems Project	2
ELE EET	Select one course from Electronics Engineering Technology Technical Electives	2-4
		Total 14-16

Electronics Engineering Technology Electives

Technical Electives

EEM 217	AC/DC Machines with Electrical Codes	4
EEM 221	DC/AC Drives	3
EGT 151	Introduction to CAD	3
IMT 102	Industrial Safety	2

Math/Science Electives

CHM 110	College Chemistry I	4
MAT 120	Probability and Statistics	3
MAT 130	Elementary Calculus	3
MAT 140	Analytic Geometry and Calculus I	4
PHY 202	Physics II	4

**Allowable alternate: EGR 275*

Electronics Engineering Technology

Associate in Applied Science
Credit Requirements: 70-73 Semester Credit Hours
Evening

The Electronics Engineering Technology program prepares students for a broad range of jobs in the electrical and electronic fields. Graduates of the program may become employed as broadcast technicians, business machine technicians, customer service representatives, computer service technicians, engineering technicians, laboratory technicians, field engineering technicians, engineering aides, electrical sales technicians, technical writers and electrical instrument technicians.

Recommended Sequence of Courses

First Semester – Fall

EGR 104	Engineering Technology Foundations	3
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
		Total 9

Second Semester – Spring

EET 113	Electrical Circuits I	4
EET 145	Digital Circuits	4
MAT 110	College Algebra	3
		Total 11

Third Semester – Summer

*EGT 109	Introduction to Engineering Design Graphics	3
MAT 111	College Trigonometry	3
		Total 6

Fourth Semester – Fall

EGR 175	Manufacturing Processes	3
EET 141	Electronic Circuits	4
SPC 205	Public Speaking	3
		Total 10

Fifth Semester – Spring

EET 241	Electronic Communications	4
EET 243	Data Communications	3
ELE EET	Select one course from Electronics Engineering Technology Technical Electives	2-4
		Total 9-11

Sixth Semester – Summer

ELE EET	Select one course from Electronics Engineering Technology Math/Science Electives	3-4
ELE HUM	Select one course from Humanities Electives on page B-3	3
	Total	**6-7**

Seventh Semester – Fall

EEM 251	Programmable Controllers	3
PHY 201	Physics I	4
PSY 201	General Psychology	3
	Total	**10**

Eighth Semester – Spring

EEM 252	Programmable Controllers Applications	3
EGR 230	Measurement Principles	4
EGR 255	Engineering Technology Senior Systems Project	2
	Total	**9**

Electronics Engineering Technology Electives
Technical Electives

EEM 217	AC/DC Machines with Electrical Codes	4
EEM 221	DC/AC Drives	3
EGT 151	Introduction to CAD	3
IMT 102	Industrial Safety	2

Math/Science Electives

CHM 110	College Chemistry I	4
MAT 120	Probability and Statistics	3
MAT 130	Elementary Calculus	3
MAT 140	Analytic Geometry and Calculus I	4
PHY 202	Physics II	4

**Allowable alternate: EGR 275*

Mechanical Engineering Technology

Associate in Applied Science
Credit Requirements: 70 Semester Credit Hours
Day/Evening

The Mechanical Engineering Technology program prepares students for employment as engineering technicians with industry, consulting engineering firms, public utilities and governmental agencies. Graduates typically obtain jobs as heating, ventilation and air conditioning technicians, machine parts and marine drafters, engineering assistants, field engineer technicians, quality control technicians, mechanical design technicians, and product development technicians.

Recommended Sequence of Courses
First Semester – Fall

EGR 104	Engineering Technology Foundations	3
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
MAT 110	College Algebra	3
ELE HUM	Select one course from Humanities Electives on page B-3	3
	Total	**15**

Second Semester – Spring

EET 113	Electrical Circuits I	4
EGR 230	Measurement Principles	4
MAT 111	College Trigonometry	3
QAT 232	Statistical Quality Control	3
or		
QAT 240	Advanced Quality Concepts	3
	Total	**14**

Third Semester – Summer

*EGT 109	Introduction to Engineering Design Graphics	3
PHY 201	Physics I	4
SPC 205	Public Speaking	3
EGR 190	Statics	3
	Total	**13**

Fourth Semester – Fall

CET 210	Strength of Materials	3
EGR 170	Engineering Materials	3
EGR 175	Manufacturing Processes	3
MET 237	Fluids: Principles and Applications	4
PSY 201	General Psychology	3
	Total	**16**

Fifth Semester – Spring

EGR 255	Engineering Technology Senior Systems Project	2
EGT 130	Geometric Dimensioning and Tolerancing Applications	3
MET 213	Dynamics	3
MET 226	Applied Heat Principles	4
	Total	**12**

**Allowable alternate: EGR 275*

Mechanical Engineering Technology

Associate in Applied Science
Credit Requirements: 70 Semester Credit Hours
Evening

The Mechanical Engineering Technology program prepares students for employment as engineering technicians with industry, consulting engineering firms, public utilities and governmental agencies. Graduates typically obtain jobs as heating, ventilation and air conditioning technicians, machine parts and marine drafters, engineering assistants, field engineer technicians, quality control technicians, mechanical design technicians, and product development technicians.

Recommended Sequence of Courses
First Semester – Fall

EGR 104	Engineering Technology Foundations	3
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
		Total 9

Second Semester – Spring

EET 113	Electrical Circuits I	4
MAT 110	College Algebra	3
PSY 201	General Psychology	3
		Total 10

Third Semester – Summer

*EGT 109	Introduction to Engineering Design Graphics	3
MAT 111	College Trigonometry	3
		Total 6

Fourth Semester – Fall

EGR 170	Engineering Materials	3
EGR 175	Manufacturing Processes	3
PHY 201	Physics I	4
		Total 10

Fifth Semester – Spring

EGT 130	Geometric Dimensioning and Tolerancing Applications	3
EGR 230	Measurement Principles	4
QAT 232	Statistical Quality Control	3
or		
QAT 240	Advanced Quality Concepts	3
		Total 10

Sixth Semester – Summer

ELE HUM	Select one course from Humanities Electives on page B-3	3
EGR 190	Statics	3
		Total 6

Seventh Semester – Fall

CET 210	Strength of Materials	3
MET 237	Fluids: Principles and Applications	4
SPC 205	Public Speaking	3
		Total 10

Eighth Semester – Spring

EGR 255	Engineering Technology Senior Systems Project	2
MET 213	Dynamics	3
MET 226	Applied Heat Principles	4
		Total 9

**Allowable alternate: EGR 275*

Architectural Design Graphics I

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

This certificate is designed for students with little or no drafting experience who want to move into architectural graphics. The certificate also includes a study of construction materials and architectural history.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

CET 120	Construction Materials	3
EGT 109	Introduction to Engineering Design Graphics	3
		Total 6

Second Semester – Spring

AET 202	History of Architecture	3
EGT 151	Introduction to CAD	3
		Total 6

Third Semester – Summer

AET 110	Architectural Graphics I	3
EGT 152	Fundamentals of CAD	3
		Total 6

Architectural Design Graphics II

Certificate in Applied Science
Credit Requirements: 14 Semester Credit Hours

This certificate is designed for students with previous experience in architectural graphics who want to move into the advanced areas of architectural graphics. In addition to the drawing classes, this certificate includes the study of software for architectural presentations.

For admission into this program, you must complete Architectural Design Graphics I or receive approval from your advisor.

Recommended Sequence of Courses
First Semester – Fall

AET 111	Architectural Computer Graphics I	3
		Total 3

Second Semester – Spring

AET 120	Architectural Graphics II	3
AET 221	Architectural Computer Graphics II	4
		Total 7

Third Semester – Summer

AET 233	Architectural CAD Presentations	4
		Total 4

Basic Electronic Journeyman I

Certificate in Applied Science
Credit Requirements: 20 Semester Credit Hours

The curriculum for this certificate teaches basic electrical/electronics fundamentals needed to enter the electronics technician work force. Courses combine a mixture of classroom and lab instruction using the classroom to present basic theory and the lab to reinforce that theory with hands-on practical experiments.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester

EGR 104	Engineering Technology Foundations	3
*MAT 170	Algebra, Geometry and Trigonometry I	3
		Total 6

Second Semester

**EET 113	Electrical Circuits I	4
***ENG 150	Basic Communications	3
		Total 7

Third Semester

EEM 131	Solid State Devices	4
QAT 101	Introduction to Quality Assurance	3
		Total 7

**Or MAT 110 College Algebra*
***Alternate Sequence, EEM 117 AC/DC Circuits I*
****Alternate Sequences, ENG 101 English Composition I and ENG 260 Advanced Technical Communications; OR ENG 101 English Composition I and SPC 209 Interpersonal Communication*

Chemical Engineering Transfer (USC)

Certificate in Applied Science
Credit Requirements: 35 Semester Credit Hours

This certificate allows you to select course work to transfer to the University of South Carolina's bachelor of science in Chemical Engineering curriculum. Please see an advisor for actual course offering times, scheduling and prerequisites. For entry into the program, you must be a high school graduate or possess a GED and have taken the prerequisite for each course listed.

Recommended Sequence of Courses

ECE 221	Introduction to Electrical Engineering I	3
EGR 260	Engineering Statics	3
EGR 262	Engineering Dynamics	3
or		
EGR 264	Introduction to Engineering Mechanics of Solids	3
EGR 266	Engineering Thermodynamics Fundamentals	3
EGR 275	Introduction to Engineering/ Computer Graphics	3
MAT 141	Analytic Geometry and Calculus II	4
MAT 240	Analytic Geometry and Calculus III	4
MAT 242	Differential Equations	4
PHY 221	University Physics I	4
PHY 222	University Physics II	4
		Total 35

Civil Engineering Transfer (The Citadel)

Certificate in Applied Science
Credit Requirements: 36 Semester Credit Hours

This certificate allows you to select course work to transfer to The Citadel's bachelor of science in Civil Engineering curriculum. Please see an advisor for actual course offering times, scheduling and prerequisites. For entry into the program, you must be a high school graduate or possess a GED and have taken the prerequisite for each course listed.

Recommended Sequence of Courses

EGR 260	Engineering Statics	3
EGR 275	Introduction to Engineering/ Computer Graphics	3
EGR 282	Introduction to Civil Engineering	2
EGR 285	Engineering Surveying I	3
EGR 286	Engineering Surveying II	3
EGR 295	Engineering Surveying Lab I	1
EGR 296	Engineering Surveying Lab II	1
MAT 141	Analytic Geometry and Calculus II	4
MAT 240	Analytic Geometry and Calculus III	4
MAT 242	Differential Equations	4
PHY 221	University Physics I	4
PHY 222	University Physics II	4
		Total 36

Civil/Mechanical Engineering Transfer (USC)

Certificate in Applied Science
Credit Requirements: 38 Semester Credit Hours

This certificate allows you to select course work to transfer to the University of South Carolina's bachelor of science in either Civil or Mechanical Engineering curriculum. Please see an advisor for actual course offering times, scheduling and prerequisites. For entry into the program, you must be a high school graduate or possess a GED and have taken the prerequisite for each course listed.

Recommended Sequence of Courses

ECE 221	Introduction to Electrical Engineering I	3
EGR 260	Engineering Statics	3
EGR 262	Engineering Dynamics	3
EGR 264	Introduction to Engineering Mechanics of Solids	3
EGR 266	Engineering Thermodynamics Fundamentals	3
EGR 275	Introduction to Engineering/ Computer Graphics	3
MAT 141	Analytic Geometry and Calculus II	4
MAT 240	Analytic Geometry and Calculus III	4
MAT 242	Differential Equations	4
PHY 221	University Physics I	4
PHY 222	University Physics II	4
or		
CHM 111	College Chemistry II	4
or		
BIO 101	Biological Science I	4
or		
BIO 102	Biological Science II	4
		Total 38

Computer Aided Design I

Certificate in Applied Science
Credit Requirements: 9 Semester Credit Hours

This program introduces you to the computer and how it can be used to generate engineering drawings. Topics include beginning and advanced two-dimensional CAD.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses

First Semester – Fall

EGT 109	Introduction to Engineering Design Graphics	3
		Total 3

Second Semester – Spring

EGT 151	Introduction to CAD	3
		Total 3

Third Semester – Summer

EGT 152	Fundamentals of CAD	3
		Total 3

Computer Aided Design II

Certificate in Applied Science
Credit Requirements: 12 Semester Credit Hours

This program is designed for students desiring advanced computer aided design skills to generate engineering drawings. Topics include three-dimensional CAD, feature-based modeling and CAD/CAM applications.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Completion of the Computer Aided Design I certificate is required for admission into this program.

Recommended Sequence of Courses
First Semester – Fall

EGT 251	Principles of CAD	3
EGT 252	Advanced Computer Aided Design	3
		Total 6

Second Semester – Spring

EGT 265	CAD/CAM Applications	3
		Total 3

Third Semester – Summer

EGT 245	Principles of Parametric CAD	3
		Total 3

Construction Management

Certificate in Applied Science
Credit Requirements: 17 Semester Credit Hours

This certificate prepares you to work in construction management. It includes reading and understanding construction blueprints, construction materials and methods, materials estimating, scheduling and construction management.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

CET 120	Construction Materials	3
CET 127	Building Construction and Print Reading	4
		Total 7

Second Semester – Spring

CET 230	Construction Management	3
CET 245	Cost Estimating	3
		Total 6

Third Semester – Summer

CET 135	Construction Contracts	2
CET 238	Construction Planning and Scheduling	2
		Total 4

Electrical Engineering Transfer (The Citadel)

Certificate in Applied Science
Credit Requirements: 31 Semester Credit Hours

This certificate allows you to select course work to transfer to The Citadel's bachelor of science in Electrical Engineering curriculum. Please see an advisor for actual course offering times, scheduling and prerequisites. For entry into the program, you must be a high school graduate or possess a GED and have taken the prerequisite for each course listed.

Recommended Sequence of Courses

ECE 201	Electrical and Computer Engineering Seminar	1
ECE 205	Electrical and Computer Lab I	3
ECE 221	Introduction to Electrical Engineering I	3
ECE 222	Introduction to Electrical Engineering II	3
EGR 273	Problem Solving for Engineers	2
EGR 275	Introduction to Engineering/ Computer Graphics	3
MAT 240	Analytic Geometry and Calculus III	4
MAT 242	Differential Equations	4
PHY 221	University Physics I	4
PHY 222	University Physics II	4
		Total 31

Electrical Engineering Transfer (USC)

Certificate in Applied Science
Credit Requirements: 34 Semester Credit Hours

This certificate allows you to select course work to transfer to the University of South Carolina's bachelor of science in Electrical Engineering curriculum. Please see an advisor for actual course offering times, scheduling and prerequisites. For entry into the program, you must be a high school graduate or possess a GED and have taken the prerequisite for each course listed.

Recommended Sequence of Courses

ECE 205	Electrical and Computer Lab I	3
ECE 211	Introduction to Computer Engineering I	3
ECE 212	Introduction to Computer Engineering II	3
ECE 221	Introduction to Electrical Engineering I	3
ECE 222	Introduction to Electrical Engineering II	3
EGR 270	Introduction to Engineering	3
MAT 240	Analytic Geometry and Calculus III	4
MAT 242	Differential Equations	4
PHY 221	University Physics I	4
PHY 222	University Physics II	4
		Total 34

Engineering Design Graphics

Certificate in Applied Science
Credit Requirements: 34 Semester Credit Hours

The Engineering Design Graphics program prepares you for employment in the broad field of drafting with industry, government and other users of graphic communication. You learn manual and computer aided drafting skills. Graduates typically obtain drafting jobs in architectural, electrical, mechanical, marine, civil, electronics or commercial drafting.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

CET 120	Construction Materials	3
EGT 109	Introduction to Engineering Design Graphics	3
or		
EGR 275	Introduction to Engineering/ Computer Graphics	3
		Total 6

Second Semester – Spring

EGT 115	Engineering Graphics II	4
EGT 151	Introduction to CAD	3
		Total 7

Third Semester – Summer

AET 110	Architectural Graphics I	3
EGT 210	Engineering Graphics III	4
EGT 220	Structural and Piping Application	4
		Total 11

Fourth Semester – Fall

AET 111	Architectural Computer Graphics I	3
EGT 152	Fundamentals of CAD	3
		Total 6

Fifth Semester – Spring

AET 221	Architectural Computer Graphics II	4
		Total 4

Surveying

Certificate in Applied Science
Credit Requirements: 20 Semester Credit Hours

This certificate prepares you for a career in the land surveying job market. It is designed for those individuals having little or no surveying experience and for those who presently hold a position with a surveying firm and desire to move into another position.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Summer

*EGT 109	Introduction to Engineering Design Graphics	3
		Total 3

Second Semester – Fall

CET 204	Surveying I	4
MAT 110	College Algebra	3
		Total 7

Third Semester – Spring

CET 205	Surveying II	4
EGT 151	Introduction to CAD	3
MAT 111	College Trigonometry	3
		Total 10

**Allowable alternate: EGR 275*

Transfer Engineering Programs

In preparation for Transfer to The Citadel

This is a transfer opportunity for students wanting to transfer into The Citadel in selected programs.

A special articulation agreement between The Citadel and TTC allows students to enroll at TTC with the following courses approved for transfer to The Citadel. The purpose of this agreement is to provide courses at TTC equivalent to the lower division requirements of The Citadel's Department of Engineering to promote access to and facilitate the transfer of TTC's students into The Citadel's engineering programs.

Recommended Sequence of Courses

A. Civil Engineering

EGR 260	Engineering Statics	3
EGR 270	Introduction to Engineering	3
EGR 282	Introduction to Civil Engineering	2
EGR 285	Engineering Surveying I	3
EGR 286	Engineering Surveying II	3
EGR 295	Engineering Surveying Lab I	1
EGR 296	Engineering Surveying Lab II	1
		Total 16

B. Electrical Engineering

ECE 201	Electrical and Computer Engineering Seminar	1
ECE 205	Electrical and Computer Lab I	3
ECE 221	Introduction to Electrical Engineering I	3
ECE 222	Introduction to Electrical Engineering II	3
EGR 270	Introduction to Engineering	3
EGR 273	Problem Solving for Engineers	2
MAT 132	Discrete Mathematics	3
		Total 18

Required Humanities/Social Sciences Courses

ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 205	English Literature I	3
ENG 206	English Literature II	3
HIS 101	Western Civilization to 1689	3
HIS 102	Western Civilization Post 1689	3
PSY 201	General Psychology	3
		Total 21

Math/Science Requirements

CHM 110	College Chemistry I	4
CHM 111	College Chemistry II	4
EGR 275	Introduction to Engineering/ Computer Graphics	3
MAT 140	Analytic Geometry and Calculus I	4
MAT 141	Analytic Geometry and Calculus II	4
MAT 240	Analytic Geometry and Calculus III	4
MAT 242	Differential Equations	4
PHY 221	University Physics I	4
PHY 222	University Physics II	4
		Total 35

Students who complete each 2+2 program course at TTC with a grade of C or higher and who maintain a cumulative GPA of at least 2.0 are eligible to apply for admission to The Citadel Graduate College Civil Engineering or Electrical Engineering programs. This application must be accompanied by a letter of transmittal from TTC's 2+2 advisor. Formal application must be made through The Citadel Graduate College.

Upon completion of the above program, the student will have earned an Associate in Science degree as well as the appropriate Engineering Transfer certificate.

In preparation for Transfer to the University of South Carolina, College of Engineering

This is a transfer opportunity for students wanting to transfer into the University of South Carolina's College of Engineering in selected programs.

An articulation agreement between the University of South Carolina and TTC allows students to enroll at TTC in courses approved for transfer to USC. This agreement provides courses at TTC equivalent to specific lower division requirements of USC's College of Engineering in order to promote access to and facilitate the transfer of TTC's students into USC's engineering programs. Upon completion, students will have satisfied the majority of USC's lower division requirements. Please see the appropriate Engineering Transfer advisor for specific course information.

In preparation for Transfer to Clemson University, College of Engineering and Science

This is a transfer opportunity for students wanting to transfer into Clemson University College of Engineering and Science in selected programs.

An articulation agreement between Clemson and TTC allows students to enroll at TTC in courses approved for transfer to Clemson. This agreement provides courses at TTC equivalent to specific lower division requirements of Clemson's College of Engineering and Science in order to promote access to and facilitate the transfer of TTC's students into Clemson's engineering programs. Upon completion, students will have satisfied the majority of Clemson's lower division requirements. Please see the appropriate Engineering Transfer advisor for specific course information. In addition, TTC students earning an Associate in Science degree (with math and chemistry bias) may transfer into the bachelor of science in Polymer and Textile Chemistry or in Textile Management. Please see the appropriate advisor in TTC's Science and Mathematics Division for specific course information.

Film, Media and Visual Arts

Overview

The Film, Media and Visual Arts programs are designed to prepare students for entry-level positions in broadcasting, radio production, filmmaking, film production, graphic design, computer graphics, digital media, photography, Web site design, illustration, multimedia, non-linear film editing and animation. The various associate degree and certificate programs combine academic theory with hands-on training using state-of-the-art equipment.

General Information

As with all TTC programs, students interested in Film, Media and Visual Arts programs should consult with a faculty advisor to discuss program requirements, class times and frequency of offerings. To contact the Film, Media and Visual Arts Division office, call 843.574.6852.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Programs of Study

Associate Degree Programs
Commercial Graphics
- Animation
- Digital Media
- Graphic Design
- Photography

General Technology
- Film Production

Radio and Television Broadcasting

Certificate Programs
Advanced Computer Animation
Advanced Film Production
Art Foundations
Computer Animation
Computer Graphics
Digital Photography
Film Production
Filmmaking
Illustration
Multimedia Design
Non-Linear Film Editing
Photography
Radio Production
Web Site Design

Commercial Graphics

Associate in Applied Science
Animation Career Path
Credit Requirements: 72 Semester Credit Hours

The Animation career path in the Commercial Graphics associate degree provides training in animation, modeling, character rigging, texture painting, camera tracking, compositing and other artistry skills necessary for working in the electronic arts industry. Students will build a knowledge base necessary for creating work for special effects productions within the defense, game, commercial and film industries.

Recommended Sequence of Courses

First Semester – Fall

ART 111	Basic Drawing I	3
ARV 121	Design	3
ARV 161	Visual Communications Media	3
ARV 217	Computer Imagery	3
ENG 101	English Composition I	3
		Total 15

Second Semester – Spring

ARV 110	Computer Graphics I	3
ARV 123	Composition and Color	3
ARV 125	Drawing for Animators	3
ARV 222	Computer Animation	3
ARV 247	3D Animation III	3
		Total 15

Third Semester – Summer

ART 105	Film as Art	3
ARV 248	3D Animation IV	3
FLM 148	Basic Editing	3
SPC 205	Public Speaking	3
		Total 12

Fourth Semester – Fall

ARV 223	3D Animation I	3
ARV 227	Web Site Design I	3
ARV 249	Special Effects	3
RTV 102	Lighting Fundamentals	3
ELE CGA	Select one course from Animation Electives	3
		Total 15

Fifth Semester – Spring

ARV 263	Special Projects in Computer Animation	3
ARV 276	Studio Practicum I	3
ARV 280	Visual Arts Exit Portfolio	3
MAT 109	College Algebra with Modeling	3
or		
MAT 155	Contemporary Mathematics	3
or		
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 170	Algebra, Geometry and Trigonometry I	3
ELE SSC	Select one course from Behavioral and Social Sciences Electives on page B-3	3
		Total 15

Animation Electives

ARV 124	Sequential Drawing	3
ARV 224	3D Animation II	3
ARV 225	Advanced Computer Animation	3
ARV 228	Web Site Design II	3
CGC 110	Electronic Publishing	3
CGC 106	Typography	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
FLM 169	Advanced Post-Production II	3
FLM 230	Animation Production	3
RTV 101	Audio Techniques	3

Commercial Graphics

Associate in Applied Science
Digital Media Career Path
Credit Requirements: 72 Semester Credit Hours

Digital media is an exciting new field of integrated electronic communication. Employment opportunities are on the increase due to rapid growth in this expanding industry: production management, media integration, Web design, presentation and interactive authoring for entertainment and education, information delivery and electronic communications. These are just a few areas where strong demand has arisen for talented digital media specialists. Graduates will be able to qualify for employment positions in many diverse industries such as entertainment, publishing, electronic games, education, marketing, e-commerce, corporate communication and consumer information delivery.

Recommended Sequence of Courses
First Semester – Fall

ARV 110	Computer Graphics I	3
ARV 121	Design	3
ARV 161	Visual Communications Media	3
ARV 221	Interactive Media Design	3
ENG 101	English Composition I	3
		Total 15

Second Semester – Spring

ART 111	Basic Drawing I	3
or		
ARV 125	Drawing for Animators	3
ARV 123	Composition and Color	3
ARV 217	Computer Imagery	3
ARV 219	Multimedia Techniques	3
CGC 106	Typography I	3
		Total 15

Third Semester – Summer

ART 101	Art History and Appreciation	3
or		
ART 105	Film as Art	3
or		
ART 107	History of Early Western Art	3
or		
ART 108	History of Western Art	3
ARV 212	Digital Photography	3
ARV 222	Computer Animation	3
ARV 227	Web Site Design I	3
		Total 12

Fourth Semester – Fall

FLM 148	Basic Editing	3
MAT 109	College Algebra with Modeling	3
or		
MAT 155	Contemporary Mathematics	3
or		
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 170	Algebra, Geometry and Trigonometry I	3
SPC 205	Public Speaking	3
ELE CGD	Select one course from Digital Media Electives	3
ELE CGD	Select one course from Digital Media Electives	3
		Total 15

Fifth Semester – Spring

ARV 276	Studio Practicum I	3
ARV 280	Visual Arts Exit Portfolio	3
ELE CGD	Select one course from the Digital Media Electives	3
ELE CGD	Select one course from Digital Media Electives	3
ELE SSC	Select one course from Behavioral and Social Science Electives on page B-3	3
		Total 15

Commercial Graphics Digital Media Career Path Electives

ART 111	Basic Drawing I	
ARV 125	Drawing for Animators	3
ARV 210	Computer Graphics II	3
ARV 218	Computer Imagery II	3
ARV 220	Multimedia Presentations	3
ARV 223	3D Animation I	3
ARV 224	3D Animation II	3
ARV 225	Advanced Computer Animation	3
ARV 228	Web Site Design II	3
ARV 229	Advanced Multimedia	3
ARV 230	Visual Arts Business Procedures	3
ARV 232	Digital Photography II	3
ARV 247	3D Animation III	3
ARV 248	3D Animation IV	3
ARV 263	Special Projects in Computer Animation	3
CGC 110	Electronic Publishing	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
CWE	Cooperative Work Experience	
FLM 169	Advanced Post Production II	3

Commercial Graphics

Associate in Applied Science
Graphic Design Career Path
Credit Requirements: 72 Semester Credit Hours

The Graphic Design program prepares students for careers as commercial artists. Commercial artists are involved in developing ideas into graphic forms using a variety of methods and media. Artists perform basic skills and techniques in compliance with the various principles of graphic design, producing visual products to meet needs of various clients.

Recommended Sequence of Courses

First Semester – Fall

ART 111	Basic Drawing I	3
ARV 110	Computer Graphics I	3
ARV 121	Design	3
ARV 161	Visual Communications Media	3
ENG 101	English Composition I	3
		Total 15

Second Semester – Spring

ARV 123	Composition and Color	3
ARV 217	Computer Imagery	3
ARV 219	Multimedia Techniques	3
CGC 106	Typography I	3
CGC 110	Electronic Publishing	3
		Total 15

Third Semester – Summer

ART 101	Art History and Appreciation	3
or		
ART 105	Film as Art	3
or		
ART 107	History of Early Western Art	3
or		
ART 108	History of Western Art	3
ARV 114	Photography I	3
or		
ARV 212	Digital Photography	3
ARV 227	Web Site Design I	3
CGC 210	Advanced Electronic Publishing	3
		Total 12

Fourth Semester – Fall

ARV 162	Graphic Reproduction I	3
ARV 261	Advertising Design I	3
SPC 205	Public Speaking	3
MAT 109	College Algebra with Modeling	3
or		
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
or		
MAT 170	Algebra, Geometry and Trigonometry I	3
ELE CGG	Select one course from Graphic Electives	3
		Total 15

Fifth Semester – Spring

ARV 276	Studio Practicum I	3
ARV 280	Visual Arts Exit Portfolio	3
ELE CGG	Select one course from Graphic Electives	3
ELE CGG	Select one course from Graphic Electives	3
ELE SSC	Select one course from Behavioral and Social Science Electives on page B-3	3
		Total 15

Commercial Graphics Graphic Design Career Path Electives

ART 112	Drawing II	3
ARV 114	Photography I	3
ARV 115	Aesthetics of Photography	3
ARV 125	Drawing for Animators	3
ARV 205	Graphic Illustration	3
ARV 210	Computer Graphics II	3
ARV 212	Digital Photography	3
ARV 213	Lighting	3
ARV 214	Photography II	3
ARV 215	Photography III	3
ARV 218	Computer Imagery II	3
ARV 220	Multimedia Presentations	3
ARV 221	Interactive Media Design	3
ARV 222	Computer Animation	3
ARV 223	3D Animation I	3
ARV 225	Advanced Computer Animation	3
ARV 228	Web Site Design II	3
ARV 229	Advanced Multimedia	3
ARV 230	Visual Arts Business Procedures	3
ARV 232	Digital Photography II	3
ARV 247	3D Animation III	3
ARV 264	Special Projects in Graphic Arts	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
CWE	Cooperative Work Experience	
FLM 148	Basic Editing	3

Commercial Graphics

Associate in Applied Science
Photography Career Path
Credit Requirements: 72 Semester Credit Hours

The photography program prepares students for positions in studios, magazines, newspapers, ad agencies or stock photo houses. Students in this career path will study various types of cameras, composition, lighting, darkroom processes and digital imaging. The program will emphasize both the artistry and technical requirements necessary to be successful in this highly creative and competitive field.

Recommended Sequence of Courses
First Semester – Fall

ARV 114	Photography I	3
ARV 121	Design	3
ARV 212	Digital Photography	3
ARV 217	Computer Imagery	3
ENG 101	English Composition I	3
		Total 15

Second Semester – Spring

ARV 115	Aesthetics of Photography	3
ARV 123	Composition and Color	3
ARV 161	Visual Communications Media	3
ARV 213	Lighting	3
ARV 214	Photography II	3
		Total 15

Third Semester – Summer

ART 101	Art History and Appreciation	3
or		
ART 105	Film as Art	3
or		
ART 107	History of Early Western Art	3
or		
ART 108	History of Western Art	3
ARV 215	Photography III	3
ARV 216	Lighting II	3
SPC 205	Public Speaking	3
		Total 12

Fourth Semester – Fall

ARV 227	Web Site Design I	3
ARV 232	Digital Photography II	3
CGC 110	Electronic Publishing	3
or		
ARV 110	Computer Graphics I	3
MAT 109	College Algebra with Modeling	3
or		
MAT 155	Contemporary Mathematics	3
or		
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 170	Algebra, Geometry and Trigonometry I	3
ELE CGP	Select one course from Photography Electives	3
		Total 15

Fifth Semester – Spring

ARV 276	Studio Practicum I	3
ARV 280	Visual Arts Exit Portfolio	3
ELE CGP	Select one course from Photography Electives	3
ELE CGP	Select one course from Photography Electives	3
ELE SSC	Select one course from Behavioral and Social Science Electives on page B-3	3
		Total 15

Commercial Graphics Photography Career Path Electives

ART 111	Basic Drawing I	3
ARV 110	Computer Graphics I	3
ARV 218	Computer Imagery II	3
ARV 219	Multimedia Techniques	3
ARV 228	Web Site Design II	3
ARV 230	Visual Arts Business Procedures	3
ARV 267	Special Projects in Photography	3
CGC 110	Electronic Publishing	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
CWE	Cooperative Work Experience	
FLM 148	Basic Editing	3

General Technology

Associate in Applied Science
Film Production Course Display
Credit Requirements: 73 Semester Credit Hours

The General Technology major allows students to select course work necessary to become multiskilled technicians. In addition to completing the College's core curriculum, students also complete course work in at least two technical areas. The Film Production career path provides students with a general education experience as well as operational training in the use of industry standard cameras, lighting equipment and editing software. The program trains students in various filmmaking and production techniques so that they possess the skills needed to compete in this growing field. The following is an example of a career path available.

Core Curriculum Requirements

ART 105	Film as Art	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 109	College Algebra with Modeling	3
or		
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
or		
MAT 170	Algebra, Geometry and Trigonometry I	3
PSY 201	General Psychology	3
or		
SOC 101	Introduction to Sociology	3

Primary Path

FLM 148	Basic Editing	3
FLM 150	Pre-Production	3
FLM 152	Film Equipment	3
FLM 153	Film Lighting	3
FLM 155	Film Production I	3
FLM 156	Film Production II	3
FLM 157	Set Construction/Props/Art	3
FLM 158	Post Production	3
FLM 230	Animation Production	3
FLM 269	Film Production Practicum	6
RTV 140	Basic Photography	3

Secondary Path

RTV 101	Audio Techniques	3
RTV 102	Lighting Fundamentals	3
RTV 144	Videography	3
RTV 270	Media Arts Business Procedures	3
RTV 280	Media Arts Exit Review	1

Additional Requirements

ELE FLM	Select courses from Film Electives totaling 9 hours	9

General Technology Film Production Career Path Electives

ARV 247	3D Animation III	3
FLM 159	Digital Distribution	3
FLM 168	Advanced Post-Production I	3
FLM 169	Advanced Post-Production II	3
FLM 178	Advanced Editing	3
FLM 179	Senior Film Editing	3
FLM 180	Special Topics in Film I	1
FLM 240	Insert Stage Techniques	3
FLM 248	Film Editing Capstone	3

FLM 250	Film Production Senior Project	3
FLM 252	Cinematography	3
FLM 255	Film Production III	3
FLM 256	Film Production IV	3
FLM 260	Professional Experience in Film	3
FLM 261	Professional Experience in Film II	3
FLM 265	Documentary Filmmaking	3
FLM 272	Directing for the Camera	3
FLM 290	Contemporary Issues in Filmmaking	3
RTV 150	Scriptwriting	3

General Technology

Associate in Applied Science
Film Production Career Path
Credit Requirements: 73 Semester Credit Hours

The General Technology major allows students to select course work necessary to become multiskilled technicians. In addition to completing the College's core curriculum, students also complete course work in at least two technical areas. The Film Production career path provides students with a general education experience as well as operational training in the use of industry standard cameras, lighting equipment and editing software. The program trains students in various filmmaking and production techniques so that they possess the skills needed to compete in this growing field. The following is an example of a career path available.

Recommended Sequence of Courses

First Semester – Fall

FLM 150	Pre-Production	3
FLM 158	Post Production	3
RTV 102	Lighting Fundamentals	3
RTV 140	Basic Photography	3
RTV 144	Videography	3
		Total 15

Second Semester – Spring

FLM 148	Basic Editing	3
FLM 152	Film Equipment	3
FLM 153	Film Lighting	3
FLM 155	Film Production I	3
RTV 101	Audio Techniques	3
		Total 15

Third Semester – Summer

CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
FLM 157	Set Construction/Props/Art	3
FLM 269	Film Production Practicum	6
		Total 15

Fourth Semester – Fall

ART 105	Film as Art	3
ELE FLM	Select one course from Film Electives	3
FLM 156	Film Production II	3
FLM 230	Animation Production	3
RTV 270	Media Arts Business Procedures	3
		Total 15

Fifth Semester – Spring

ELE FLM	Select one course from Film Electives	3
ELE FLM	Select one course from Film Electives	3
MAT 109	College Algebra with Modeling	3
or		
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
or		
MAT 170	Algebra, Geometry and Trigonometry I	3
PSY 201	General Psychology	3
or		
SOC 101	Introduction to Sociology	3
RTV 280	Media Arts Exit Review	1
		Total 13

General Technology Film Production Career Path Electives

ARV 247	3D Animation III	3
FLM 159	Digital Distribution	3
FLM 168	Advanced Post-Production I	3
FLM 169	Advanced Post-Production II	3
FLM 178	Advanced Editing	3
FLM 179	Senior Film Editing	3
FLM 180	Special Topics in Film I	1
FLM 240	Insert Stage Techniques	3
FLM 248	Film Editing Capstone	3
FLM 250	Film Production Senior Project	3
FLM 252	Cinematography	3
FLM 255	Film Production III	3
FLM 256	Film Production IV	3

FLM 260	Professional Experience in Film	3
FLM 261	Professional Experience in Film II	3
FLM 265	Documentary Filmmaking	3
FLM 272	Directing for the Camera	3
FLM 290	Contemporary Issues in Filmmaking	3
RTV 150	Scriptwriting	3

Radio and Television Broadcasting

Associate in Applied Science
Credit Requirements: 70 Semester Credit Hours

This program provides educational opportunities for students who will pursue careers in radio and television broadcasting as audio technicians, board operators, videographers, video editors and studio production assistants. The program provides instruction in studio camera operation, studio lighting, field camera operation, broadcast regulations, electronic editing and writing for television.

Recommended Sequence of Courses

First Semester – Fall

ENG 101	English Composition I	3
FLM 148	Basic Editing	3
RTV 101	Audio Techniques	3
RTV 105	TV Studio Operations	3
RTV 144	Videography	3
	Total 15	

Second Semester – Spring

PSY 201	General Psychology	3
RTV 102	Lighting Fundamentals	3
RTV 103	Field Operations	3
RTV 109	Writing for Electronic Media	3
RTV 121	Introduction to Broadcasting	3
	Total 15	

Third Semester – Summer

ELE RTV	Select one course from Radio and Television Broadcasting Technical Electives	3
RTV 111	Radio Studio Techniques I	3
RTV 222	TV Studio Techniques	3
SPC 209	Interpersonal Communication	3
or		
SPC 205	Public Speaking	3
	Total 12	

Fourth Semester – Fall

MAT 109	College Algebra with Modeling	3
or		
MAT 155	Contemporary Mathematics	3
or		
MAT 110	College Algebra	3
or		
MAT 170	Algebra, Geometry and Trigonometry I	3
or		
MAT 120	Probability and Statistics	3
RTV 113	Video Editing	3
RTV 231	SCWE in Broadcasting I	3
ELE RTV	Select one course from Radio and Television Broadcasting Technical Electives	3
ELE RTV	Select one course from Radio and Television Broadcasting Technical Electives	3
	Total 15	

Fifth Semester – Spring

ART 105	Film as Art	3
RTV 232	SCWE in Broadcasting II	3
ELE RTV	Select one course from Radio and Television Broadcasting Technical Electives	3
ELE RTV	Select one course from Radio and Television Broadcasting Technical Electives	3
RTV 280	Media Arts Exit Review	1
	Total 13	

Radio and Television Broadcasting Electives

ARV 114	Photography I	3
ARV 212	Digital Photography	3
ARV 217	Computer Imagery	3
ARV 222	Computer Animation	3
ARV 227	Web Site Design	3
ARV 247	3D Animation III	3
ARV 248	3D Animation IV	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
FLM 150	Pre-Production	3
FLM 152	Film Equipment	3
FLM 153	Film Lighting	3
FLM 154	Sound on Film	3
FLM 155	Film Production I	3
FLM 156	Film Production II	3
FLM 157	Set Construction/Props/Art	3
FLM 158	Post-Production	3
FLM 168	Advanced Post-Production I	3
FLM 169	Advanced Post-Production II	3

FLM 178	Advanced Editing	3
FLM 179	Senior Film Editing	3
FLM 180	Special Topics I	1
FLM 230	Animation Production	3
FLM 248	Film Editing Capstone	3
FLM 250	Film Production Senior Project	3
FLM 255	Film Production III	3
FLM 256	Film Production IV	3
FLM 260	Professional Experience in Film	3
FLM 261	Professional Experience in Film II	3
FLM 290	Contemporary Film Issues	3
MKT 120	Sales Principles	3
MKT 240	Advertising	3
RTV 107	Producing and Directing	3
RTV 112	Radio Studio Techniques II	3
RTV 132	Broadcast Journalism	3
RTV 150	Scriptwriting	3
RTV 211	Radio Studio Techniques III	3
RTV 223	Interview and Discussion	3
RTV 224	TV Production	3
RTV 226	TV Directing	3
RTV 233	SCWE in Broadcasting III	3
RTV 270	Media Arts Business Procedures	3

Advanced Computer Animation

Certificate in Applied Science
Credit Requirements: 15 Semester Credit Hours

This certificate is designed for students with previous experience in 3D animation who want to move into an advanced software environment and learn how to create 3D animation using a non-linear, node-based process.

Admission into the program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or TTC's placement test. The prerequisite for this program is ARV 248 with a minimum grade of C.

Recommended Sequence of Courses
First Semester – Fall

ARV 223	3D Animation I	3
ARV 227	Web Site Design I	3
RTV 102	Lighting Fundamentals	3
		Total 9

Second Semester – Spring

ARV 249	Special Effects	3
ARV 263	Special Projects in Computer Animation	3
		Total 6

Advanced Film Production

Certificate in Applied Science
Credit Requirements: 29 Semester Credit Hours

The Advanced Film Production certificate provides students who have previous film production experience with additional training in cinematography, lighting and directing techniques. Graduates from this program will be able to create independent media for the rapidly growing Internet and podcasting industries as well as own and operate an independent film production company.

Recommended Sequence of Courses
First Semester – Fall

FLM 250	Film Production Senior Project	3
FLM 265	Documentary Filmmaking	3
RTV 150	Scriptwriting	3
RTV 270	Media Arts Business Procedures	3
		Total 12

Second Semester – Spring

ART 105	Film as Art	3
FLM 240	Insert Stage Techniques	3
FLM 252	Cinematography	3
FLM 272	Directing for the Camera	3
		Total 12

Third Semester – Summer

FLM 180	Special Topics in Film I	1
FLM 290	Contemporary Film Issues	3
RTV 280	Media Arts Exit Review	1
		Total 5

Art Foundations

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

This certificate is designed for students who are currently enrolled in either the Associate in Arts or Associate in Science program and who want to create an academic placement portfolio that demonstrates a variety of advanced skills to be competitive for admission to a four-year college art program.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

ART 107	History of Early Western Art	3
or		
ART 105	Film as Art	3
ART 111	Basic Drawing I	3
ARV 114	Photography I	3
or		
ARV 212	Digital Photography	3
ARV 121	Design	3
		Total 12

Second Semester – Spring

ART 108	History of Western Art	3
ART 112	Basic Drawing II	3
ARV 123	Composition and Color	3
ARV 280	Visual Arts Exit Portfolio	3
		Total 12

Computer Animation

Certificate in Applied Science
Credit Requirements: 33 Semester Credit Hours

This certificate is designed to provide training in basic design principles and theories, animation and sequential drawing techniques, two- and three-dimensional computer animation, image manipulation and digital video editing.

Admission into the program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

ART 111	Basic Drawing I	3
ARV 110	Computer Graphics I	3
ARV 121	Design	3
ARV 217	Computer Imagery	3
		Total 12

Second Semester – Spring

ARV 123	Composition and Color	3
ARV 125	Drawing for Animators	3
ARV 222	Computer Animation	3
ARV 247	3D Animation III	3
		Total 12

Third Semester – Summer

ARV 248	3D Animation IV	3
ARV 280	Visual Arts Exit Portfolio	3
FLM 148	Basic Editing	3
		Total 9

Computer Graphics

Certificate in Applied Science
Credit Requirements: 36 Semester Credit Hours

The Computer Graphics certificate program provides an opportunity for those working or desiring to work in electronic publishing to acquire the skills necessary for employment in the publishing industry. You are trained on a wide variety of software packages running on both PC and Macintosh platforms.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

ARV 110	Computer Graphics I	3
ARV 121	Design	3
ARV 217	Computer Imagery	3
ARV 227	Web Site Design I	3
		Total 12

Second Semester – Spring

ARV 123	Composition and Color	3
ARV 210	Computer Graphics II	3
or		
ARV 212	Digital Photography	3
CGC 106	Typography I	3
CGC 110	Electronic Publishing	3
		Total 12

Third Semester – Summer

ARV 162	Graphic Reproduction I	3
ARV 261	Advertising Design I	3
ARV 280	Visual Arts Exit Portfolio	3
CGC 210	Advanced Electronic Publishing	3
		Total 12

Digital Photography

Certificate in Applied Science
Credit Requirements: 30 semester credit hours

This certificate is designed for students who want to pursue a career in digital photography.

Admission into the program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

ARV 121	Design	3
ARV 217	Computer Imagery	3
ARV 212	Digital Photography	3
		Total 9

Second Semester – Spring

ARV 115	Aesthetics	3
ARV 123	Composition and Color	3
ARV 213	Lighting	3
ARV 232	Digital Photography II	3
		Total 12

Third Semester – Summer

ARV 216	Lighting II	3
ARV 230	Visual Arts Business Procedures	3
ARV 280	Visual Arts Exit Portfolio	3
		Total 9

Film Production

Certificate in Applied Science
Credit Requirements: 40 Semester Credit Hours

This certificate program provides instruction in a broad spectrum of film production skills including lighting, cinematography, sound, and equipment maintenance and handling. These courses will be combined with practical on-the-job experience to enhance the learning process.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

FLM 150	Pre-Production	3
FLM 155	Film Production I	3
FLM 158	Post Production	3
RTV 102	Lighting Fundamentals	3
RTV 140	Basic Photography	3
		Total 15

Second Semester – Spring

FLM 148	Basic Editing	3
FLM 152	Film Equipment	3
FLM 153	Film Lighting	3
FLM 156	Film Production II	3
RTV 101	Audio Techniques	3
		Total 15

Third Semester – Summer

FLM 157	Set Construction/Props/Art	3
FLM 269	Film Production Practicum	6
RTV 280	Media Arts Exit Review	1
		Total 10

Filmmaking

Certificate in Applied Science
Credit Requirements: 28 Semester Credit Hours

This certificate is for students who plan to work in a small production company, make commercials or even direct their own movies. It allows the students the opportunity to produce a professional short film and the ability to express their creativity in a longer film format.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

FLM 150	Pre-Production	3
FLM 155	Film Production I	3
RTV 140	Basic Photography	3
		Total 9

Second Semester – Spring

ART 105	Film as Art	3
FLM 148	Basic Editing	3
FLM 156	Film Production II	3
		Total 9

Third Semester – Summer

FLM 256	Film Production IV	3
FLM 269	Film Production Practicum	6
RTV 280	Media Arts Exit Review	1
		Total 10

Illustration

Certificate in Applied Science
Credit Requirements: 33 Semester Credit Hours

This certificate is for students who would like to work in the field of graphic illustration. It allows the students to learn both traditional and digital illustration techniques, which can be used to create imagery for business, advertising, entertainment and educational applications.

Admission into the program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

ART 111	Basic Drawing I	3
ARV 110	Computer Graphics I	3
ARV 121	Design	3
ARV 217	Computer Imagery	3
	Total	**12**

Second Semester – Spring

ART 112	Basic Drawing II	3
ARV 123	Composition and Color	3
ARV 205	Graphic Illustration	3
ARV 212	Digital Photography	3
	Total	**12**

Third Semester – Summer

ARV 210	Computer Graphics II	3
ARV 218	Computer Imagery II	3
ARV 280	Visual Arts Exit Portfolio	3
	Total	**9**

Multimedia Design

Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours

The Multimedia Design certificate program provides training for teachers, media technicians and those desiring work in the field of interactive media. Courses cover the design, development and production of educational and business interactive multimedia applications for CD and DVD distribution.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

ARV 110	Computer Graphics I	3
ARV 121	Design	3
ARV 217	Computer Imagery	3
ARV 221	Interactive Media Design	3
	Total	**12**

Second Semester – Spring

ARV 123	Composition and Color	3
ARV 219	Multimedia Techniques	3
ARV 222	Computer Animation	3
ARV 227	Web Site Design I	3
ARV 229	Advanced Multimedia	3
	Total	**15**

Third Semester – Summer

ARV 220	Multimedia Presentations	3
ARV 225	Advanced Computer Animation	3
ARV 280	Visual Arts Exit Portfolio	3
FLM 148	Basic Editing	3
	Total	**12**

Non-Linear Film Editing

Certificate in Applied Science
Credit Requirements: 34 Semester Credit Hours

The curriculum has been designed to train students in non-linear editing with industry standard hardware and software currently used by filmmaking professionals. Additionally, students will learn skills in visual storytelling through editing images and designing sound and effects around those images.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

FLM 148	Basic Editing	3
FLM 158	Post Production	3
FLM 168	Advanced Post Production I	3
FLM 230	Animation Production	3
	Total	**12**

Second Semester – Spring

ARV 247	3D Animation III	3
FLM 169	Advanced Post Production II	3
FLM 178	Advanced Editing	3
RTV 101	Audio Techniques	3
	Total	**12**

Third Semester – Summer

FLM 159	Digital Distribution	3
FLM 179	Senior Film Editing	3
FLM 248	Film Editing Capstone	3
RTV 280	Media Arts Exit Review	1
	Total	**10**

Photography

Certificate in Applied Science
Credit Requirements: 36 Semester Credit Hours

The Photography certificate program is designed to provide students with basic skills in traditional camera and darkroom techniques as well as lighting and image manipulation. The purpose of the program is to provide educational opportunities for students wishing to obtain entry-level positions at portrait studios, media production facilities or photo finishing establishments.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

ARV 114	Photography I	3
ARV 121	Design	3
ARV 212	Digital Photography	3
ARV 217	Computer Imagery	3
		Total 12

Second Semester – Spring

ARV 115	Aesthetics of Photography	3
ARV 123	Composition and Color	3
ARV 213	Lighting	3
ARV 214	Photography II	3
		Total 12

Third Semester – Summer

ARV 215	Photography III	3
ARV 216	Lighting II	3
ARV 230	Visual Arts Business Procedures	3
ARV 280	Visual Arts Exit Portfolio	3
		Total 12

Radio Production

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

This certificate is designed for students who wish to pursue a career in Radio Production primarily as board operators and production assistants but also in some cases as on-the-air talent.

Admission into the program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT, or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

RTV 101	Audio Techniques	3
RTV 109	Writing for Electronic Media	3
RTV 111	Radio Studio Techniques I	3
		Total 9

Second Semester – Spring

RTV 112	Radio Studio Techniques II	3
RTV 121	Introduction to Broadcasting	3
RTV 231	SCWE in Broadcasting I	3
		Total 9

Third Semester – Summer

RTV 211	Radio Studio Techniques III	3
RTV 232	SCWE in Broadcasting II	3
		Total 6

Web Site Design

Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours

The Web Site Design program provides training for teachers, media technicians and those desiring work in the field of Internet design. Courses cover the design, development and production of interactive Web sites for distribution on the Internet.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

ARV 121	Design	3
ARV 212	Digital Photography	3
ARV 217	Computer Imagery	3
ARV 221	Interactive Media Design	3
		Total 12

Second Semester – Spring

ARV 110	Computer Graphics I	3
ARV 123	Composition and Color	3
ARV 222	Computer Animation	3
ARV 227	Web Site Design I	3
FLM 148	Basic Editing	3
		Total 15

Third Semester – Summer

ARV 225	Advanced Computer Animation	3
ARV 228	Web Site Design II	3
ARV 276	Studio Practicum I	3
ARV 280	Visual Arts Exit Portfolio	3
		Total 12

Humanities and Social Sciences

Overview

The Humanities and Social Sciences (HSS) Division offers the Associate in Arts (AA) degree and provides general education and support courses for most other programs at TTC. The AA degree, while emphasizing communication, social sciences and humanities, can provide students with the first two years of baccalaureate course work. The AA program is designed to prepare students for four-year (baccalaureate) majors in fields such as:

- Business Administration
- Accounting
- Communication
- Management
- English
- Foreign Language
- Education
- Music
- Political Science
- Psychology
- History
- Pre-Law
- Sociology
- Other Humanities, Fine Arts and Social Sciences

AA students should consult with their academic advisors to discuss program requirements. Academic advisors are assigned through the college orientation process conducted in the Orientation Centers on each campus. Your AA advisor will work closely with you to pick courses that not only fulfill curriculum requirements for the AA degree but also, in most cases, fulfill the general education requirements at the four-year institution (if you plan to transfer).

General Information

For general information on the Humanities and Social Sciences Division and/or the AA degree, call 843.574.6034.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Programs of Study

Associate Degree Programs
Associate in Arts

Associate in Arts

Credit Requirements: 60 Semester Credit Hours
Program Credit Requirements

The Associate in Arts degree is designed for students planning to transfer to four-year programs and for students who wish to broaden their general knowledge. The degree stresses communication, social sciences and humanities.

Program Requirements
(60 credits required)

Communication

ENG 101	English Composition I	3
ENG 102	English Composition II	3

Select three semester credit hours from the following:

ENG 260	Advanced Technical Communication	3
SPC 205	Public Speaking	3
SPC 209	Interpersonal Communication	3
SPC 210	Oral Interpretation of Literature	3
THE 101	Introduction to Theater	3

Computer Technology

CPT 101	Introduction to Computers	3

Social Science

Select three semester credit hours from the following:

ANT 101	General Anthropology	3
ECO 210	Macroeconomics	3
PSC 201	American Government	3
PSC 215	State and Local Government	3
PSC 220	Introduction to International Relations	3
PSY 201	General Psychology	3
SOC 101	Introduction to Sociology	3

Mathematics

Select three semester credit hours from the following:

MAT 109	College Algebra with Modeling	3
MAT 110	College Algebra	3
MAT 120	Probability and Statistics	3

History

Select six semester credit hours from the following:

HIS 101	Western Civilization to 1689	3
HIS 102	Western Civilization Post 1689	3
HIS 104	World History I	3
HIS 105	World History II	3
HIS 201	American History: Discovery to 1877	3
HIS 202	American History: 1877 to Present	3

Literature

Select three semester credit hours from the following:

ENG 201	American Literature I	3
ENG 202	American Literature II	3
ENG 203	American Literature Survey	3
ENG 205	English Literature I	3
ENG 206	English Literature II	3
ENG 208	World Literature I	3
ENG 209	World Literature II	3
ENG 236	African American Literature	3
ENG 299	Special Topics in English	3

Mathematics or Natural Sciences

Select six semester credit hours from the following:

AST 101	Solar System Astronomy	4
AST 102	Stellar Astronomy	4
BIO 101	Biological Science I	4
BIO 102	Biological Science II	4
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4
CHM 106	Contemporary Chemistry I	4
CHM 107	Contemporary Chemistry II	4
CHM 110	College Chemistry I	4
CHM 111	College Chemistry II	4
CHM 211	Organic Chemistry I	4
CHM 212	Organic Chemistry II	4
MAT 109	College Algebra with Modeling	3
MAT 110	College Algebra	3
MAT 111	College Trigonometry	3
MAT 112	Precalculus	5
MAT 120	Probability and Statistics	3
MAT 123	Contemporary College Mathematics	3
MAT 130	Elementary Calculus	3
MAT 140	Analytic Geometry and Calculus I	4
MAT 141	Analytic Geometry and Calculus II	4
MAT 240	Analytic Geometry and Calculus III	4
MAT 242	Differential Equations	4
PHY 201	Physics I	4
PHY 202	Physics II	4
PHY 221	University Physics I	4
PHY 222	University Physics II	4
PHY 223	University Physics III	4

Communication, Humanities and Social Science Requirements

Select 18 semester credit hours from the following:

(Note: Students also may select from extra courses in Communication, Social Science, History and Literature above.)

Communication:

ENG 260	Advanced Technical Communication	3
JOU 101	Introduction to Journalism	3
SPC 205	Public Speaking	3
SPC 209	Interpersonal Communication	3
SPC 225	Introduction to Communication Theory	3

Foreign Language:

*FLG 001		
*FRE 001		
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 201	Intermediate French I	3
FRE 202	Intermediate French II	3
*GER 001		
GER 101	Elementary German I	4
GER 102	Elementary German II	4
GER 201	Intermediate German I	3
GER 202	Intermediate German II	3
*SPA 001		
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
SPA 201	Intermediate Spanish I	3
SPA 202	Intermediate Spanish II	3

Humanities:

ART 101	Art History and Appreciation	3
ART 107	History of Early Western Art	3
ART 108	History of Western Art	3
ART 214	Art History Study Abroad	3
ENG 238	Creative Writing	3
HIS 106	Introduction to African History	3
HIS 108	Introduction to East Asian Civilization	3
HIS 130	African-American History to 1877	3
HIS 131	African-American History, 1877 to Present	3
HIS 226	Black History and Culture of the South Carolina Sea Islands	3
MUS 105	Music Appreciation	3
MUS 110	Music Fundamentals	3
PHI 101	Introduction to Philosophy	3
PHI 110	Ethics	3

REL 101	Introduction to Religion	3
THE 101	Introduction to Theater	3
THE 225	Theater Production	3

Social Sciences:

ANT 101	General Anthropology	3
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
GEO 102	World Geography	3
PSC 201	American Government	3
PSC 215	State and Local Government	3
PSC 220	Introduction to International Relations	3
PSY 201	General Psychology	3
PSY 203	Human Growth and Development	3
PSY 212	Abnormal Psychology	3
PSY 218	Behavior Modification	3
SOC 101	Introduction to Sociology	3
SOC 102	Marriage and the Family	3
SOC 205	Social Problems	3
SOC 210	Juvenile Delinquency	3
SOC 230	Introduction to Gerontology	3

Electives

ELE AA	Select up to nine hours in Associate in Arts Electives	9

**Hours vary.*

Associate in Arts Electives

These electives are for the Associate in Arts program only.

Select up to nine hours of college-level credit from the current Catalog. Hours beyond the number required in Oral Communication, Social Science, Mathematics, History, Natural Sciences, Literature and Humanities categories will count toward the nine elective hours. Up to nine hours of nonequivalent transfer credit also may be used.

Strongly Recommended: Students should choose courses that transfer to their chosen four-year college or university. See your transfer advisor for help in selecting appropriate electives.

Exceptions: These courses cannot be counted toward the nine hours of electives: MAT 155, IDS 101, COL 103, COL 104, ENG 100, ENG 150 and any course listed in the Catalog as a nondegree course.

No more than 15 hours of courses with the same prefix may apply toward the AA degree.

No course can count more than once.

Associate in Arts

Associate in Arts Sample Degree Plan

The AA program allows flexibility in course selection and sequencing. The following sample may be a helpful guide for students who are planning to transfer but are unsure where or for what major. If you already know where you plan to transfer and/or for which major, see your assigned advisor. This degree plan may not be suited to your goal.

Recommended Sequence of Courses

First Semester

English Composition I (ENG 101)	3
College Algebra with Modeling (MAT 109)	3
or	
College Algebra (MAT 110)	3
or	
Probability and Statistics (MAT 120)	3
Social Sciences	3
**Foreign Language	4
Introduction to Computers (CPT 101)	3
Total	**16**

Second Semester

English Composition II (ENG 102)	3
*Math or Lab Science	3-4
Social Science	3
History	3
Foreign Language	4
Total	**16-17**

Third Semester

***Elective	3
*Math or Lab Science	3-4
*Communication (ENG 260, SPC 205, SPC 209, SPC 210 or THE 101)	3
Foreign Language	3
History	3
Total	**15-16**

Fourth Semester

Literature	3
Humanities	3
Foreign Language	3
***Electives	6
Total	**15**

Minimum semester credit hours required: 60
(See also Requirements for Graduation.)

**Check requirements for your major at the four-year college to which you are transferring before choosing.*
***Some colleges do not require a foreign language. You may want to substitute a humanities or social science course.*
****Electives are open to most courses offered at TTC. See exceptions in Electives Listing for details.*

Industrial Technology

Overview

Rapid advancements in the Industrial Technology areas make the need for up-to-date education and training essential. TTC's Industrial Technology programs combine classroom study and hands-on training emphasizing skill development, related technical knowledge and general education.

TTC offers a wide array of associate degrees, diplomas and certificates. The associate degree programs require two years of study. The certificate programs require two to four semesters of study and are offered when sufficient interest is generated to support class-size groups. Any of the programs may be completed on a part-time basis, though it will require more time to do so.

General Information

As with all TTC programs, students interested in Industrial Technology programs should consult with a faculty advisor to discuss program requirements, class times and frequency of offerings. For more information, call 843.574.6156.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Programs of Study

Associate Degree Programs
General Technology
- Air Conditioning/Refrigeration Mechanics
- Automotive Technology
- Basic Construction Trades
- Electrical Line Worker
- Electrician: Automation and Industrial
- Electrician: Industrial and Construction
- Engineering Design Graphics
- Industrial Maintenance Mechanics
- Machine Tool Technology
- Welding

Horticulture Technology

Diploma Program
Cosmetology

Certificate Programs
Air Conditioning/Refrigeration Advanced
Air Conditioning/Refrigeration Beginning
Air Conditioning/Refrigeration Mechanics
Automatic Transmission Repair Specialist
Automotive Brakes and Alignment Specialist
Automotive Engine Performance Specialist
Automotive Engine Repair Specialist
Automotive Servicing
Basic Construction Trades
Basic Industrial Work Skills
Computer Numerical Control Operations
Cosmetology
Electrical Line Worker – Third Class
Electrical Line Worker – Advanced
Electrician: Automated Controls
Electrician: Construction
Electrician: Industrial
Esthetics
Golf Course Maintenance
Industrial Maintenance
Industrial Mechanic
Landscape Design
Landscape Management
Machine Tool Technology
Nail Technology
Welding Gas Metal Arc and Flux Cored Arc
Welding Gas Metal Arc and Flux Cored Arc Advanced
Welding Gas Tungsten Arc
Welding Gas Tungsten Arc Advanced
Welding Shielded Metal Arc
Welding Shielded Metal Arc Advanced
Woodworking

General Technology

Associate in Applied Science

The General Technology major allows students to select course work necessary to become multiskilled technicians. In addition to completing the College's core curriculum, students also complete course work in at least two technical areas. The following is an example of a career path available. The secondary paths may be substituted for courses in other programs' primary path. Interested students should talk with their advisors.

For entry into this program the student must be a high school graduate or possess a GED and take the College's placement test or meet the College's SAT or ACT requirements. Automotive Technology students must have a valid driver's license.

Air Conditioning/Refrigeration Course Display

Credit Requirements: 65 Semester Credit Hours

Core Curriculum Requirements

Core

CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
IDS 201	Leadership Development	3
or		
ELE HUM	Select one course from Humanities Electives on page B-3	3
ELE MAT	Select one course from Mathematics Electives on page B-3	3
ECO 210	Macroeconomics	3
or		
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3

Primary Path

ACR 106	Basic Electricity for HVAC/R	4
ACR 108	Refrigeration Fundamentals	3
ACR 109	Tools and Service II	2
ACR 111	Gas Heating	3
ACR 122	Principles of Air Conditioning	5
ACR 131	Commercial Refrigeration	4
ACR 206	Advanced Electricity	2
ACR 210	Heat Pumps	4
ACR 224	Codes and Ordinances	2

Secondary Path

(These are suggested courses. Other courses may be substituted from other primary technical programs. See your program advisor.)

MGT 101	Principles of Management	3
MGT 120	Small Business Management	3
MKT 101	Marketing	3
MKT 130	Customer Service Principles	3

Additional Requirements

ELE GBS	Select two courses from Business Electives on page B-121	6

Air Conditioning/Refrigeration Mechanics Career Path

Credit Requirements: 65 Semester Credit Hours
Day

Recommended Sequence of Courses

First Semester – Fall

ACR 106	Basic Electricity for HVAC/R	4
ACR 108	Refrigeration Fundamentals	3
ACR 109	Tools and Service II	2
		Total 9

Second Semester – Spring

ACR 111	Gas Heating	3
ACR 122	Principles of Air Conditioning	5
ACR 206	Advanced Electricity	2
		Total 10

Third Semester – Summer

ACR 131	Commercial Refrigeration	4
ACR 210	Heat Pumps	4
ACR 224	Codes and Ordinances	2
		Total 10

Fourth Semester – Fall

CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
IDS 201	Leadership Development	3
or		
ELE HUM	Select one course from Humanities Electives	3
ECO 210	Macroeconomics	3
or		
PSY 201	General Psychology	3
		Total 12

Fifth Semester – Spring

*MGT 101	Principles of Management	3
*MGT 120	Small Business Management	3
*MKT 101	Marketing	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
		Total 12

Sixth Semester – Summer

ELE MAT	Select one course from Mathematics Electives	3
*MKT 130	Customer Service Principles	3
ELE GBS	Select two courses from Business Electives	6
		Total 12

General Business Small Business/Entrepreneurship Career Path Electives

ACC 102	Accounting Principles II	3
ACC 150	Payroll Accounting	3
BAF 201	Principles of Finance	3
BAF 215	Money and Banking	3
BAF 250	Investments	3
BUS 230	Purchasing	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheets	3
CPT 179	Microcomputer Word Processing	3
CWE	Cooperative Work Experience	
ENG 102	English Composition II	3
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 201	Intermediate French I	3
FRE 202	Intermediate French II	3
GER 101	Elementary German I	4
GER 102	Elementary German II	4
GER 201	Intermediate German I	3
GER 202	Intermediate German II	3
HIS 102	Western Civilization Post 1689	3
MGT 150	Fundamentals of Supervision	3
MGT 230	Managing Information Resources	3
MGT 235	Production Management	3
MGT 240	Management Decision Making	3
MKT 130	Customer Service Principles	3
MKT 135	Customer Service Techniques	3
MKT 250	Consumer Behavior	3
PSY 201	General Psychology	3
QAT 101	Introduction to Quality Assurance	3
QAT 105	Total Quality Systems	3
QAT 240	Advanced Quality Concepts	3
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
SPA 201	Intermediate Spanish I	3
SPA 202	Intermediate Spanish II	3
TRL 102	Customer Service Management	3
TRL 106	Export/Import	3

**These courses may be substituted as a group for a different technical subject area of at least 12 semester credit hours, which must be approved by your advisor.*

Air Conditioning/Refrigeration Mechanics Career Path

Credit Requirements: 65 Semester Credit Hours
Evening

Recommended Sequence of Courses

First Semester – Fall

ACR 106	Basic Electricity for HVAC/R	4
ACR 108	Refrigeration Fundamentals	3
ACR 109	Tools and Service II	2
		Total 9

Second Semester – Spring

ACR 111	Gas Heating	3
ACR 122	Principles of Air Conditioning	5
ACR 206	Advanced Electricity	2
		Total 10

Third Semester – Summer

ACR 131	Commercial Refrigeration	4
ACR 210	Heat Pumps	4
ACR 224	Codes and Ordinances	2
		Total 10

Fourth Semester – Fall

CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
IDS 201	Leadership Development	3
or		
ELE HUM	Select one course from Humanities Electives on page B-3	3
		Total 9

Fifth Semester – Spring

ECO 210	Macroeconomics	3
or		
PSY 201	General Psychology	3
ELE MAT	Select one course from Mathematics Electives on page B-3	3
		Total 6

Sixth Semester – Summer

SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
MGT 101	Principles of Management	3
		Total 6

Seventh Semester – Fall

MGT 120	Small Business Management	3
MKT 101	Marketing	3
MKT 130	Customer Service Principles	3
	Total 9	

Eighth Semester – Spring

ELE GBS	Select two courses from Business Electives	6
	Total 6	

General Business Small Business/Entrepreneurship Career Path Electives

ACC 102	Accounting Principles II	3
ACC 150	Payroll Accounting	3
BAF 201	Principles of Finance	3
BAF 215	Money and Banking	3
BAF 250	Investments	3
BUS 230	Purchasing	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheets	3
CPT 179	Microcomputer Word Processing	3
CWE	Cooperative Work Experience	
ENG 102	English Composition II	3
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 201	Intermediate French I	3
FRE 202	Intermediate French II	3
GER 101	Elementary German I	4
GER 102	Elementary German II	4
GER 201	Intermediate German I	3
GER 202	Intermediate German II	3
HIS 102	Western Civilization Post 1689	3
MGT 150	Fundamentals of Supervision	3
MGT 230	Managing Information Resources	3
MGT 235	Production Management	3
MGT 240	Management Decision Making	3
MKT 130	Customer Service Principles	3
MKT 135	Customer Service Techniques	3
MKT 250	Consumer Behavior	3
PSY 201	General Psychology	3
QAT 101	Introduction to Quality Assurance	3
QAT 105	Total Quality Systems	3
QAT 240	Advanced Quality Concepts	3
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
SPA 201	Intermediate Spanish I	3
SPA 202	Intermediate Spanish II	3
TRL 102	Customer Service Management	3
TRL 106	Export/Import	3

**These courses may be substituted as a group for a different technical subject area of at least 12 semester credit hours, which must be approved by your advisor.*

Automotive Technology Course Display

Credit Requirements: 82-84 Semester Credit Hours

Core Curriculum Requirements

CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
IDS 201	Leadership Development	3
or		
ELE HUM	Select one course from Humanities Electives on page B-3	3
ELE MAT	Select one course from Mathematics Electives on page B-3	3
ECO 210	Macroeconomics	3
or		
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
	Total 18	

Primary Path

AUT 101	Engine Fundamentals	3
AUT 103	Engine Reconditioning	4
AUT 111	Brakes	3
AUT 116	Manual Transmission and Axle	4
AUT 122	Suspension and Alignment	4
AUT 131	Electrical Systems	3
AUT 133	Electrical Fundamentals	3
AUT 149	Ignition and Fuel Systems	4

Secondary Path

MGT 101	Principles of Management	3
MGT 120	Small Business Management	3
MKT 101	Marketing	3
MKT 130	Customer Service Principles	3

Additional Requirements

AUT 145	Engine Performance	3
AUT 152	Automatic Transmission	4
AUT 153	Automatic Transmission Diagnosis	3
AUT 211	Advanced Brakes	3
AUT 241	Automotive Air Conditioning	4
AUT 247	Electronic Fuel Systems	4
AUT 252	Advanced Automatic Transmission	4
or		
AUT 263	Advanced Automotive Machining	4

Automotive Technology Career Path

Credit Requirements: 82-84 Semester Credit Hours
Day
Recommended Sequence of Courses

First Semester – Fall

AUT 101	Engine Fundamentals	3
AUT 111	Brakes	3
AUT 131	Electrical Systems	3
AUT 133	Electrical Fundamentals	3
	Total	**12**

Second Semester – Spring

AUT 103	Engine Reconditioning	4
AUT 145	Engine Performance	3
AUT 149	Ignition and Fuel Systems	4
AUT 241	Automotive Air Conditioning	4
	Total	**15**

Third Semester – Summer

AUT 116	Manual Transmission and Axle	4
AUT 122	Suspension and Alignment	4
AUT 152	Automatic Transmission	4
	Total	**12**

Fourth Semester – Fall

**AUT 263	Advanced Automotive Machining	4
or		
**CWE	Cooperative Work Experience	3
ELE MAT	Select one course from Mathematics Electives on page B-3	3
*MGT 120	Small Business Management	3
* MKT 101	Marketing	3
	Total	**12 or 13**

Fifth Semester – Spring

AUT 153	Automatic Transmission Diagnosis	3
**AUT 252	Advanced Automatic Transmission	4
IDS 201	Leadership Development	3
or		
ELE HUM	Select one course from Humanities Electives on page B-3	3
CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
*MKT 130	Customer Service Principles	3
	Total	**15 or 19**

Sixth Semester – Summer

AUT 211	Advanced Brakes	3
AUT 247	Electronic Fuel Systems	4
*MGT 101	Principles of Management	3
PSY 201	General Psychology	3
or		
ECO 210	Macroeconomics	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
	Total	**16**

**These courses may be substituted as a group for a different technical subject area of at least 12 semester credit hours, which must be approved by your advisor.*
***Select one course from this group.*

Automotive Technology Career Path

Credit Requirements: 82-84 Semester Credit Hours
Evening

Recommended Sequence of Courses

First Semester – Fall

AUT 101	Engine Fundamentals	3
AUT 133	Electrical Fundamentals	3
	Total	**6**

Second Semester – Spring

AUT 122	Suspension and Alignment	4
AUT 131	Electrical Systems	3
	Total	**7**

Third Semester – Summer

AUT 111	Brakes	3
AUT 241	Automotive Air Conditioning	4
	Total	**7**

Fourth Semester – Fall

AUT 116	Manual Transmission and Axle	4
AUT 152	Automatic Transmission	4
	Total	**8**

Fifth Semester – Spring

AUT 145	Engine Performance	3
AUT 149	Ignition and Fuel Systems	4
	Total	**7**

Sixth Semester – Summer

AUT 103	Engine Reconditioning	4
*MKT 101	Marketing	3
	Total	**7**

Seventh Semester – Fall

**AUT 263	Advanced Automotive Machining	4
or		
**CWE	Cooperative Work Experience	3
CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
ELE MAT	Select one course from Mathematics Electives on page B-3	3
		Total 9 or 10

Eighth Semester – Spring

AUT 153	Automatic Transmission Diagnosis	3
**AUT 252	Advanced Automatic Transmission	4
*MGT 101	Principles of Management	3
*MKT 130	Customer Service Principles	3
		Total 9 or 13

Ninth Semester – Summer

AUT 211	Advanced Brakes	3
AUT 247	Electronic Fuel Systems	4
*MGT 120	Small Business Management	3
ECO 210	Macroeconomics	3
or		
PSY 201	General Psychology	3
		Total 13

Tenth Semester – Fall

ENG 101	English Composition I	3
IDS 201	Leadership Development	3
or		
ELE HUM	Select one course from Humanities Electives on page B-3	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
		Total 9

**These courses may be substituted as a group for a different technical subject area of at least 12 semester credit hours, which must be approved by your advisor.*
***Select one course from this group.*

Basic Construction Trades Course Display

Credit Requirements: 66-70 Semester Credit Hours

Core Curriculum Requirements

CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
ELE HUM	Select one course from Humanities Electives on page B-3	3
ELE MAT	Select one course from Mathematics Electives	3
ECO 210	Macroeconomics	3
or		
PSY 201	General Psychology	3
SPC 209	Interpersonal Communication	3

Primary Path

BCT 102	Fundamentals of Building Construction	4
BCT 103	Construction Site Layout	4
BCT 112	Construction Print Reading	2
BCT 138	Residential Wiring	5
BCT 151	Introduction to Residential Plumbing	3
BCT 201	Principles of Roof Construction	4
BCT 203	Exterior and Interior Finishes	5
ELE BCT	Select one course from Basic Construction Trades Electives	1-5

Secondary Path

CET 127	Building Construction and Print Reading	4
CET 230	Construction Management	3
CET 238	Construction Planning and Scheduling	2
CET 245	Cost Estimating	3

Additional Requirements

CET 120	Construction Materials	3
CET 135	Construction Contracts	2
ELE BCT	Select one course Basic Construction Trades Additional Electives	3

Basic Construction Trades Electives

BCT 106	Beginning Woodworking	2
BCT 108	Finish Trim	2
BCT 116	Residential Building Exam Preparation	1
BCT 158	Introductory Building Maintenance	5
BCT 204	Cabinet Making	4
CWE	Cooperative Work Experience	

Basic Construction Trades Additional Electives

BAF 101	Personal Finance	3
MGT 120	Small Business Management	3
SPA 155	Technical Spanish I	3

Basic Construction Trades Career Path

Credit Requirements: 66-70 Semester Credit Hours

Recommended Sequence of Courses

First Semester – Fall

BCT 102	Fundamentals of Building Construction	4
BCT 103	Construction Site Layout	4
BCT 112	Construction Print Reading	2
BCT 201	Principles of Roof Construction	4
		Total 14

Second Semester – Spring

BCT 138	Residential Wiring	5
BCT 151	Introduction to Residential Plumbing	3
BCT 203	Exterior and Interior Finishes	5
		Total 13

Third Semester – Summer

CET 135	Construction Contracts	2
*CET 238	Construction Planning and Scheduling	2
CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
ELE HUM	Select one course from Humanities Electives on page B-3	3
		Total 13

Fourth Semester – Fall

CET 120	Construction Materials	3
*CET 127	Building Construction and Print Reading	4
ELE MAT	Select one course from Mathematics Electives on page B-3	3
ELE BCT ADD	Select one course Basic Construction Trades Additional Electives	3
		Total 13

Fifth Semester – Spring

*CET 230	Construction Management	3
*CET 245	Cost Estimating	3
ECO 210	Macroeconomics	3
or		
PSY 201	General Psychology	3
SPC 209	Interpersonal Communication	3
ELE BCT	Select one course Basic Construction Trades Electives	1-5
		Total 13-17

Basic Construction Trades Electives

BCT 106	Beginning Woodworking	2
BCT 108	Finish Trim	2
BCT 116	Residential Building Exam Preparation	1
BCT 158	Introductory Building Maintenance	5
BCT 204	Cabinet Making	4
CWE	Cooperative Work Experience	

Basic Construction Trades Additional Electives

BAF 101	Personal Finance	3
MGT 120	Small Business Management	3
SPA 155	Technical Spanish I	3

**These courses may be substituted as a group for a different technical subject area of at least 12 semester credit hours, which must be approved by your advisor.*

Electrical Line Worker Technology Career Path

(restricted to Electric Utility Employees)
65 Credit Hours

Core Curriculum Requirements: 18 credit hours (min. 15)

CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
ELE HUM	Select one course from Humanities Electives on page B-3	3
ELE MAT	Select one course from Mathematics Electives on page B-3	3
ECO 210	Macroeconomics	3
or		
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3

Primary Path: 30 credit hours (min. 28)

ELW 111	Introduction to Electrical Line Worker	3
ELW 112	Introduction to Electricity	3
ELW 114	Overhead Line Construction I	3
ELW 211	Underground Line Construction I	3
ELW 231	Electrical Power Systems	3
ELW 115	Overhead Line Construction II	3
ELW 116	Overhead Line Construction III	3
ELW 117	Overhead Line Construction IV	3
ELW 212	Underground Line Construction II	3

ELW 221	Advanced Line Construction	3

Secondary Path: 12 credit hours (min. 12)

*CWE	Cooperative Work Experience I	4
EEM 165	Residential/Commercial Wiring	4
AHS 106	Cardiopulmonary Resuscitation	1
AHS 114	Basic First Aid	1
IMT 102	Industrial Safety	2

Additional Requirements: 5 credit hours (min. 5)

ELW 110	Electrical Computations	2
ELW 113	National Electrical Safety Code	3

**Students may substitute 4 credit hours from the EEM course listings for CWE. Any CWE must be performed in conjunction with the ELW program in order to count toward program graduation requirements.*

Electrician: Automation and Industrial Course Display

Credit Requirements: 62 Semester Credit Hours

Core Curriculum Requirements

ENG 101	English Composition I	3
ELE MAT	Select one course from Mathematics Electives on page B-4	3
ELE HUM	Select one course from Humanities Electives on page B-3	3
ELE SSC	Select one course from Behavioral and Social Sciences Electives on page B-4	3
ELE ORAL	Select three hours from Oral Communications Electives	3

Primary Path Requirements

EEM 107	Industrial Computer Techniques	2
EEM 117	AC/DC Circuits I	4
EEM 118	AC/DC Circuits II	4
EEM 131	Solid State Devices	4
EEM 151	Motor Controls I	4
EEM 217	AC/DC Machines with Electrical Codes	4
EEM 221	DC/AC Drives	3
EEM 251	Programmable Controllers	3

Secondary Path Requirements

BCT 140	Commercial Wiring	3
EEM 252	Programmable Controllers Applications	3
IMT 131	Hydraulics and Pneumatics	4
IMT 163	Problem Solving for Mechanical Applications	3

Additional Requirements

IMT 210	Basic Industrial Skills I	3
IMT 211	Basic Industrial Skills II	3

Oral Communication Electives

ENG 260	Advanced Technical Communications	3
HSS 201	Issues in Humanities	3
SPC 205	Public Speaking	3
SPC 209	Interpersonal Communication	3
THE 101	Introduction to Theater	3

Electrician: Automation and Industrial Career Path Day

Credit Requirements: 62 Semester Credit Hours

Recommended Sequence of Courses

First Semester – Fall

BCT 140	Commercial Wiring	3
EEM 117	AC/DC Circuits I	4
IMT 131	Hydraulics and Pneumatics	4
IMT 210	Basic Industrial Skills I	3
	Total 14	

Second Semester – Spring

EEM 118	AC/DC Circuits II	4
EEM 131	Solid State Devices	4
IMT 211	Basic Industrial Skills II	3
ENG 101	English Composition I	3
	Total 14	

Third Semester – Summer

EEM 107	Industrial Computer Techniques	2
EEM 217	AC/DC Machines with Electrical Codes	4
EEM 221	DC/AC Drives	3
ELE MAT	Select one course from Mathematics Electives on page B-4	3
	Total 12	

Fourth Semester – Fall

EEM 151	Motor Controls I	4
EEM 251	Programmable Controllers	3
ELE HUM	Select one course from Humanities Electives on page B-3	3
ELE SSC	Select one course from Behavioral and Social Sciences Electives on page B-3	3
	Total 13	

Fifth Semester – Spring

EEM 252	Programmable Controllers Applications	3
IMT 163	Problem Solving for Mechanical Applications	3
ELE Oral	Select one course from Oral Communications Electives	3
	Total	**9**

Oral Communication Electives

ENG 260	Advanced Technical Communications	3
HSS 201	Issues in Humanities	3
SPC 205	Public Speaking	3
SPC 209	Interpersonal Communication	3
THE 101	Introduction to Theater	3

Electrician: Automation and Industrial Career Path Evening

Credit Requirements: 62 Semester Credit Hours

Recommended Sequence of Courses

First Semester – Spring

EEM 117	AC/DC Circuits I	4
IMT 131	Basic Hydraulics and Pneumatics	4
	Total	**8**

Second Semester – Summer

EEM 107	Industrial Computer Techniques	2
EEM 118	Electrical Circuits II	4
	Total	**6**

Third Semester – Fall

EEM 217	AC/DC Machines with Electrical Codes	4
EEM 131	Solid State Devices	4
	Total	**8**

Fourth Semester – Spring

EEM 151	Motor Controls I	4
IMT 163	Problem Solving for Mechanical Applications	3
	Total	**7**

Fifth Semester – Summer

IMT 210	Basic Industrial Skills I	3
IMT 211	Basic Industrial Skills II	3
	Total	**6**

Sixth Semester – Fall

BCT 140	Commercial Wiring	3
EEM 251	Programmable Controllers	3
	Total	**6**

Seventh Semester – Spring

EEM 221	DC/AC Drives	3
EEM 252	Programmable Controller Applications	3
	Total	**6**

Eight Semester – Summer

ENG 101	English Composition I	3
ELE MAT	Select one course from Mathematics Electives on page B-3	3
	Total	**6**

Ninth Semester – Fall

ELE HUM	Humanities Elective	3
ELE SSC	Behavioral/Social Science Elective	3
ELE Oral	Select one course from Oral Communication Electives	3
	Total	**9**

Oral Communication Electives

ENG 260	Advanced Technical Communications	3
HSS 201	Issues in Humanities	3
SPC 205	Public Speaking	3
SPC 209	Interpersonal Communication	3
THE 101	Introduction to Theater	3

Electrician: Industrial and Construction Course Display

Credit Requirements: 62 Semester Credit Hours

Core Curriculum Requirements

ENG 101	English Composition I	3
ELE MAT	Select one course from Mathematics Electives on page B-3	3
ELE HUM	Select one course from Humanities Electives on page B-3	3
ELE Oral	Select one course from Oral Communications Electives	3
ELE SSC	Select one course from Behavioral and Social Sciences Electives on page B-3	3

Primary Path Requirements

EEM 107	Industrial Computer Techniques	2
EEM 117	AC/DC Circuits I	4
EEM 118	AC/DC Circuits II	4
EEM 131	Solid State Devices	4
EEM 151	Motor Controls I	4
EEM 217	AC/DC Machines with Electrical Codes	4
EEM 221	DC/AC Drives	3
EEM 251	Programmable Controllers	3

Secondary Path Requirements

BCT 140	Commercial Wiring	3
BCT 141	Fixtures and Installation	3
EEM 165	Residential/Commercial Wiring	4
IMT 210	Basic Industrial Skills I	3

Additional Requirements

EEM 140	National Electrical Code	3
IMT 211	Basic Industrial Skills II	3

Oral Communication Electives

ENG 260	Advanced Technical Communications	3
HSS 201	Issues in Humanities	3
SPC 205	Public Speaking	3
SPC 209	Interpersonal Communication	3
THE 101	Introduction to Theater	3

Electrician: Industrial and Construction Career Path Day

Credit Requirements: 62 Semester Credit Hours

Recommended Sequence of Courses

First Semester – Fall

BCT 140	Commercial Wiring	3
EEM 117	AC/DC Circuits I	4
EEM 165	Residential/Commercial Wiring	4
IMT 210	Basic Industrial Skills I	3
	Total 14	

Second Semester – Spring

EEM 118	AC/DC Circuits II	4
EEM 131	Solid State Devices	4
IMT 211	Basic Industrial Skills II	3
ELE MAT	Select one course from Mathematics Electives on page B-3	3
	Total 14	

Third Semester – Summer

BCT 141	Fixtures and Installation	3
EEM 107	Industrial Computer Techniques	2
EEM 217	AC/DC Machines with Electrical Codes	4
EEM 221	DC/AC Drives	3
	Total 12	

Fourth Semester – Fall

EEM 140	National Electrical Code	3
EEM 151	Motor Controls I	4
EEM 251	Programmable Controllers	3
ENG 101	English Composition I	3
	Total 13	

Fifth Semester – Spring

ELE HUM	Select one course from Humanities Electives on page B-3	3
ELE SSC	Select one course from Behavioral and Social Sciences Electives on page B-3	3
ELE Oral	Select one course from Oral Communication Electives	3
	Total 9	

Oral Communication Electives

ENG 260	Advanced Technical Communications	3
HSS 201	Issues in Humanities	3
SPC 205	Public Speaking	3
SPC 209	Interpersonal Communication	3
THE 101	Introduction to Theater	3

Electrician: Industrial and Construction Career Path Evening

Credit Requirements: 62 Semester Credit Hours

Recommended Sequence of Courses

First Semester – Spring

EEM 117	AC/DC Circuits I	4
EEM 165	Residential/Commercial Wiring	4
	Total 8	

Second Semester – Summer

EEM 107	Industrial Computer Techniques	2
EEM 118	AC/DC Circuits II	4
	Total 6	

Third Semester – Fall

EEM 131	Solid State Devices	4
EEM 217	AC/DC Machines with Electrical Codes	4
	Total 8	

Fourth Semester – Spring

BCT 141	Fixtures and Installation	3
EEM 151	Motor Controls I	4
	Total 7	

Fifth Semester – Summer

IMT 210	Basic Industrial Skills I	3
IMT 211	Basic Industrial Skills II	3
	Total 6	

Sixth Semester – Fall

BCT 140	Commercial Wiring	3
EEM 251	Programmable Controllers	3
		Total 6

Seventh Semester – Spring

EEM 140	National Electrical Code	3
EEM 221	DC/AC Drives	3
		Total 6

Eighth Semester – Summer

ENG 101	English Composition I	3
ELE MAT	Select one course from Mathematics Elective on page B-3	3
		Total 6

Ninth Semester – Fall

ELE HUM	Humanities Elective	3
ELE SSC	Behavioral/Social Science Elective	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
		Total 9

Engineering Design Graphics Course Display

Credit Requirements: 70 Semester Credit Hours

Core Curriculum Requirements

CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
HSS 201	Issues in Humanities	3
ELE MAT	Select one course from Mathematics Electives	3
ECO 210	Macroeconomics	3
or		
PSY 201	General Psychology	3

Primary Path

EGT 109	Introduction to Engineering Design Graphics	3
or		
EGR 275	Introduction to Engineering/ Computer Graphics	3
EGT 115	Engineering Graphics II	4
EGT 130	Geometric Dimensioning and Tolerancing Applications	3
EGT 151	Introduction to CAD	3
EGT 152	Fundamentals of CAD	3
EGT 210	Engineering Graphics III	4
EGT 220	Structural and Piping Application	4
EGT 251	Principles of CAD	3
EGT 252	Advanced Computer Aided Design	3

Secondary Path

AET 202	History of Architecture	3
AET 110	Architectural Graphics I	3
AET 111	Architectural Computer Graphics I	3
AET 120	Architectural Graphics II	3
AET 221	Architectural Computer Graphics II	4

Additional Requirements

CET 120	Construction Materials	3
EGT 257	Advanced Civil CAD	3
EGT 265	CAD/CAM Applications	3

Engineering Design Graphics Career Path

Credit Requirements: 70 Semester Credit Hours

Recommended Sequence of Courses

First Semester – Fall

EGR 275	Introduction to Engineering/Computer Graphics	3
or		
EGT 109	Introduction to Engineering Design Graphics	3
CET 120	Construction Materials	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
		Total 12

Second Semester – Spring

AET 202	History of Architecture	3
EGT 115	Engineering Graphics II	4
EGT 151	Introduction to CAD	3
HSS 201	Issues in Humanities	3
PSY 201	General Psychology	3
or		
ECO 210	Macroeconomics	3
		Total 16

Third Semester – Summer

AET 110	Architectural Graphics I	3
EGT 152	Fundamentals of CAD	3
EGT 210	Engineering Graphics III	4
EGT 220	Structural and Piping Application	4
		Total 14

Fourth Semester – Fall

AET 111	Architectural Computer Graphics I	3
EGT 251	Principles of CAD	3
EGT 252	Advanced Computer Aided Design	3
EGT 257	Advanced Civil CAD	3
ELE MAT	Select one course from Mathematics Electives	3
		Total 15

Fifth Semester – Spring

*AET 120	Architectural Graphics II	3
*AET 221	Architectural Computer Graphics II	4
EGT 265	CAD/CAM Applications	3
EGT 130	Geometric Dimensioning and Tolerancing Applications	3
		Total 13

**These courses may be substituted as a group for a different technical subject area of at least 12 semester credit hours, which must be approved by your advisor.*

Industrial Maintenance Mechanics Course Display

Credit Requirements: 64-66 Semester Credit Hours

Core Curriculum Requirements

CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
ELE MAT	Select one course from Mathematics Electives	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
ELE SSC	Select one course from Behavior and Social Sciences Electives	3
ELE HUM	Select one course from Humanities Electives on page B-3	3
		Total 18

Primary Path

EEM 117	AC/DC Circuits I	4
IMT 105	Mechanical Sketching	2
IMT 121	Drive Systems	2
IMT 124	Pumps	2
IMT 131	Hydraulics and Pneumatics	4
IMT 151	Piping Systems	3
IMT 160	Preventive Maintenance	3
IMT 163	Problem Solving for Mechanical Applications	3
IMT 210	Basic Industrial Skills I	3
IMT 211	Basic Industrial Skills II	3
		Total 29

Secondary Path

Select one group of courses from Secondary Path options, minimum of 12 credit hours:

Welding

WLD 111	Arc Welding I	4
WLD 118	Gas Metal Arc Welding Ferrous I	4
WLD 132	Inert Gas Welding Ferrous	4
		Total 12

Electrical and Automated Technology

EEM 118	AC/DC Circuits II	4
EEM 151	Motor Controls I	4
EEM 217	AC/DC Machines with Electrical Codes	4
		Total 12

Machine Tool

MTT 121	Machine Tool Theory I	3
MTT 122	Machine Tool Practice I	4
MTT 141	Metals and Heat Treatment	3
MTT 143	Precision Measurements	2
		Total 12

Additional Requirements

Select one group of courses from Additional Requirements (match to Secondary Path group), minimum of five credit hours:

Welding

WLD 110	Welding Safety and Health	1
WLD 141	Weld Quality	2
WLD 201	Welding Metallurgy	2
		Total 5

Electrical and Automated Technology

EEM 107	Industrial Computer Techniques	2
EEM 251	Programmable Controllers	3
		Total 5

Machine Tool Technology

MTT 123	Machine Tool Theory II	3
MTT 124	Machine Tool Practice II	4
		Total 7

Industrial Maintenance Mechanics Career Path

Credit Requirements: 64-66 Semester Credit Hours

Evening

Primary Path Only

See advisor for secondary path sequence and other required courses.

Recommended Sequence of Courses

First Semester – Fall

CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
IMT 163	Problem Solving for Mechanical Applications	3
ELE HUM	Select one course from Humanities Electives on page B-3	3
		Total 9

Second Semester – Spring

IMT 131	Hydraulics and Pneumatics	4
IMT 151	Piping Systems	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
		Total 10

Third Semester – Summer

IMT 210	Basic Industrial Skills I	3
IMT 211	Basic Industrial Skills II	3
ELE MAT	Select one course from Mathematics Electives on page B-3	3
		Total 9

Fourth Semester – Fall

ENG 101	English Composition I	3
IMT 105	Mechanical Sketching	2
IMT 121	Drive Systems	2
IMT 124	Pumps	2
		Total 9

Fifth Semester – Spring

EEM 117	AC/DC Circuits I	4
IMT 160	Preventive Maintenance	3
ELE SSC	Select one course from Behavioral and Social Sciences Electives on page B-3	3
		Total 10

Machine Tool Technology Career Path Course Display

Credit Requirements: 74 Semester Credit Hours

Core Curriculum Requirements

CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
ELE HUM	Select one course from Humanities Electives on page B-3	3
ELE MAT	Select one course from Mathematics Electives on page B-3	3
ELE SSC	Select one course from Behavioral and Social Sciences Electives on page B-3	3
ENG 101	English Composition I	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3

Primary Path

MTT 121	Machine Tool Theory I	3
MTT 122	Machine Tool Practice I	4
MTT 123	Machine Tool Theory II	3
MTT 124	Machine Tool Practice II	4
MTT 125	Machine Too Theory III	3
MTT 126	Machine Tool Practice III	4
MTT 141	Metals and Heat Treatment	3
MTT 143	Precision Measurements	2
MTT 241	Jigs and Fixtures	2
MTT 240	Specifications	3
MTT 215	Toolroom Machining I	4

Secondary Path

EGT 106	Print Reading and Sketching	3
EGT 109	Introduction to Engineering Design Graphics	3
EGT 151	Introduction to CAD	3
EGT 152	Fundamentals of CAD	3

Additional Requirements

IMT 163	Problem Solving for Mechanical Applications	3
MTT 250	Principle of CNC	3
MTT 253	CNC Operations and Programming	3

Machine Tool Technology Career Path

Credit Requirements: 74 Semester Credit Hours

Recommended Sequence of Courses

First Semester – Fall (Evening)

EGT 106	Print Reading and Sketching	3
MTT 121	Machine Tool Theory I	3
MTT 122	Machine Tool Practice I	4
		Total 10

Second Semester – Spring

MTT 123	Machine Tool Theory II	3
MTT 124	Machine Tool Practice II	4
ELE MAT	Elective	3
		Total 10

Third Semester – Summer

MTT 240	Specifications	3
MTT 241	Jigs and Fixtures	2
MTT 143	Precision Measurements	2
		Total 7

Fourth Semester – Fall

MTT 125	Machine Tool Theory III	3
MTT 126	Machine Tool Practice III	4
CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
		Total 10

Fifth Semester – Spring

MTT 215	Toolroom Machining I	4
MTT 250	Principles of CNC	3
EGT 109	Introduction to Engineering Design Graphics	3
		Total 10

Sixth Semester – Summer

MTT 253	CNC Operations and Programming	3
EGT 151	Introduction to CAD	3
		Total 6

Seventh Semester – Fall

ENG 101	English Composition I	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
IMT 163	Problem Solving for Mechanical Applications	3
		Total 9

Eighth Semester – Spring

ELE HUM	Select one course from Humanities Electives	3
EGT 152	Fundamentals of CAD	3
MTT 141	Metals and Heat Treatment	3
		Total 9

Ninth Semester – Summer

ELE SSC	Elective	3
		Total 3

Welding Course Display

Credit Requirements: 70 Semester Credit Hours

Core Curriculum Requirements

CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
ELE HUM	Select one course from Humanities Electives on page B-3	3
ELE MAT	Select one course from Mathematics Electives on page B-3	3
ECO 210	Macroeconomics	3
or		
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3

Primary Path: Select any two concentration groups

Concentration Group 1: Shielded Metal Arc

WLD 101	Cutting Processes	1
WLD 111	Arc Welding I	4
WLD 113	Arc Welding II	4
WLD 114	Advanced Arc Welding	1
WLD 125	Arc Welding Stainless Steel	1
WLD 170	Qualification Welding	4

Concentration Group 2: Gas Tungsten Arc

WLD 132	Inert Gas Welding Ferrous	4
WLD 133	Inert Gas Welding Ferrous Tubing	1
WLD 152	Tungsten Arc Welding	4
WLD 153	Tungsten Arc Welding Stainless Steel Tubing	1
WLD 135	Inert Gas Welding of Aluminum	4
WLD 137	Inert Gas Welding Aluminum Tubing	1

Concentration Group 3: Gas Metal Arc and Flux Cored Arc

WLD 118	Gas Metal Arc Welding Ferrous I	4
WLD 119	Gas Metal Arc Welding Ferrous II	1
WLD 120	Flux Cored Arc Welding I	4
WLD 121	Flux Cored Arc Welding II	1
WLD 122	Gas Metal Arc Welding Nonferrous I	4
WLD 123	Gas Metal Arc Welding Nonferrous II	1

Secondary Path

EGT 109	Introduction to Engineering Design Graphics	3
EGT 114	Welding Print Basics	2
EGT 117	Welding Print Principles	2
EGT 151	Introduction to CAD	3
EGT 152	Fundamentals of CAD	3

Additional Requirements

WLD 110	Welding Safety and Health	1
WLD 141	Weld Quality	2
WLD 201	Welding Metallurgy	2
WLD 240	Robotic Welding and Manufacturing	4

Welding Career Path

Credit Requirements: 70 Semester Credit Hours
Evening

Recommended Sequence of Courses
First Semester – Fall

EGT 114	Welding Print Basics	2
WLD 110	Welding Safety and Health	1
*WLD 132	Inert Gas Welding Ferrous	4
* WLD 133	Inert Gas Welding Ferrous Tubing	1
WLD 201	Welding Metallurgy	2
	Total 10	

Second Semester – Spring

EGT 117	Welding Print Principles	2
WLD 141	Weld Quality	2
*WLD 152	Tungsten Arc Welding	4
*WLD 153	Tungsten Arc Welding Stainless Steel Tubing	1
	Total 9	

Third Semester – Summer

*WLD 135	Inert Gas Welding of Aluminum	4
*WLD 137	Inert Gas Welding Aluminum Tubing	1
	Total 5	

Fourth Semester – Fall

EGR 110	Introduction to Computer Environment	3
*WLD 118	Gas Metal Arc Welding Ferrous I	4
*WLD 119	Gas Metal Arc Welding Ferrous II	1
	Total 8	

Fifth Semester – Spring

*WLD 120	Flux Cored Arc Welding I	4
*WLD 121	Flux Cored Arc Welding II	1
WLD 240	Robotic Welding and Manufacturing	4
	Total 9	

Sixth Semester – Summer

*WLD 122	Gas Metal Arc Welding Nonferrous I	4
*WLD 123	Gas Metal Arc Welding Nonferrous II	1
	Total 5	

Seventh Semester – Fall

EGT 109	Introduction to Engineering Design Graphics	3
ENG 101	English Composition I	3
PSY 201	General Psychology	3
	Total 9	

Eighth Semester – Spring

EGT 151	Introduction to CAD	3
ELE MAT	Select one course from Mathematics Electives on page B-3	3
ELE HUM	Select one course from Humanities Electives on page B-3	3
	Total 9	

Ninth Semester – Summer

EGT 152	Fundamentals of CAD	3
SPC 209	Interpersonal Communication	3
	Total 6	

**Other Welding courses may be substituted as shown in the Primary Path above. Courses shown with * are the Gas Metal Arc and Flux Cored Arc and the Gas Tungsten Arc concentration.*

Horticulture Technology

Associate in Applied Science
Credit Requirements: 68-69 Semester Credit Hours

The Horticulture Technology program prepares students for positions in landscape design and construction, turf supervision, horticultural sales, nursery plant production and landscape maintenance. Students in horticulture must see an advisor for specific scheduling needs. Classes are taught in the Horticulture Technology building, the greenhouse and horticulture gardens. Some courses will transfer to Clemson University's horticulture program. See your advisor for more information.

For entry into this program the student must be a high school graduate or possess a GED and take the College's placement test or meet the College's SAT or ACT requirements.

Recommended Sequence of Courses

First Semester – Fall

HRT 106	Ornamentals	2
HRT 110	Plant Form and Function	4
HRT 144	Plant Pests	3
ELE HRT	Select one course from Horticulture Electives	2-3
ELE MAT/SCI	Select one course from the Mathematics/Natural Sciences Electives	3-4
		Total 14-16

Second Semester – Spring

HRT 102	Landscape Design	4
HRT 107	Woody Ornamentals	2
HRT 125	Soils	4
HRT 240	Pesticides	4
		Total 14

Third Semester – Summer

HRT 108	Annuals and Perennials	2
HRT 139	Plant Propagation	3
ENG 101	English Composition I	3
		Total 8

Fourth Semester – Fall

CPT 101	Introduction to Computers	3
HRT 153	Landscape Construction	3
HRT 171	Landscape Business Techniques	3
HRT 241	Turf Management	3
		Total 12

Fifth Semester – Spring

HRT 130	Greenhouse Production	3
ELE Oral	Select one course from Oral Communications Electives	3
ELE SSC	Select one course from Behavioral Social Sciences Electives on page B-3	3
SPA 155	Technical Spanish I	3
		Total 12

Sixth Semester – Summer

HRT 121	Commercial Irrigation	3
HRT 254	Landscape Maintenance	2
ELE HUM	Select one course from the Humanities Electives on page B-3	3
		Total 8

Horticulture Electives

HRT 101	Introduction to Horticulture	3
HRT 111	Foliage Plants	2
HRT 212	Commercial Landscape Design	3

Horticulture elective may be taken in Fall or Summer semester only. HRT 101 and HRT 111 are taught only Fall Semester. HRT 212 is taught only Summer Semester.

Oral Communication Electives

ENG 260	Advanced Technical Communications	3
HSS 201	Issues in Humanities	3
SPC 205	Public Speaking	3
SPC 209	Interpersonal Communication	3
THE 101	Introduction to Theater	3

Cosmetology

Diploma in Applied Science

Credit Requirements: 48 Semester Credit Hours

Day

The Cosmetology program prepares students for entry into the cosmetology career field by providing instruction in basic skills and theory.

Admission into this program requires qualifying scores on SAT, ACT or the TTC placement test. High school graduation is not required if you are at least 18 years old and can provide proof of 10th grade completion. (No correspondence schools.)

Recommended Sequence of Courses

First Semester – Fall

COS 112	Shampoo and Rinses	4
COS 108	Nail Care	3
COS 120	Manikin Practice	3
COS 206	Chemical Hair Waving	3
		Total 13

Second Semester – Spring

COS 110	Scalp and Hair Care	3
COS 101	Fundamentals of Cosmetology	3
COS 210	Hair Coloring	3
COS 220	Cosmetology Clinical Practice I	3
		Total 12

Third Semester – Summer

COS 106	Facials and Makeup	3
COS 116	Hair Styling I	4
MAT 155	Contemporary Mathematics	3
		Total 10

Fourth Semester – Fall

COS 114	Hair Shaping	4
COS 222	Cosmetology Clinical Practice II	3
ENG 150	Basic Communications	3
PSY 110	Applied Psychology	3
		Total 13

Cosmetology

Diploma in Applied Science
Credit Required: 48 Semester Credit Hours
Evening

The cosmetology program prepares students for entry into the cosmetology career field by providing instruction in basic skills and theory.

Admission into this program requires qualifying scores on SAT, ACT or the TTC placement test. High school graduation is not required if you are at least 18 years old and can provide proof of 10th grade completion. (No correspondence schools.)

Recommended Sequence of Courses
First Semester – Spring

COS 120	Manikin Practice	3
COS 112	Shampoo and Rinses	4
		Total 7

Second Semester – Summer

COS 101	Fundamentals of Cosmetology	3
COS 110	Scalp and Hair Care	3
		Total 6

Third Semester – Fall

COS 206	Chemical Hair Waving	3
COS 114	Hair Shaping	4
ENG 150	Basic Communications	3
		Total 10

Fourth Semester – Spring

COS 210	Hair Coloring	3
COS 116	Hair Styling I	4
PSY 110	Applied Psychology	3
		Total 10

Fifth Semester – Summer

COS 108	Nail Care	3
COS 106	Facials and Makeup	3
		Total 6

Sixth Semester – Fall

COS 220	Clinical Practice I	3
COS 222	Clinical Practice II	3
MAT 155	Contemporary Mathematics	3
		Total 9

Air Conditioning/ Refrigeration Beginning Certificate

Certificate in Applied Science
Credit Requirements: 14 Semester credit Hours

This is a basic ACR fundamentals certificate designed to offer documentation of basic knowledge in the ACR field. This prepares students for entry positions where multiple trades are required such as in apartment and/or building maintenance. Other positions such as counter/distributor HVAC sales would also benefit.

Admission into this program requires qualifying sores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

ACR 106	Basic Electricity	4
ACR 108	Refrigeration Fundamentals	3
ACR 109	Tools and Service II	2
		Total 9

Second Semester – Spring

ACR 122	Principles of Air Conditioning	5
		Total 5

Air Conditioning/ Refrigeration Mechanics

Certificate in Applied Science
Credit Requirements: 29 Semester Credit Hours
Day

The Air Conditioning/Refrigeration Mechanics program prepares students for entry-level positions in the residential and light commercial heating and air conditioning field.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

ACR 106	Basic Electricity for HVAC/R	4
ACR 108	Refrigeration Fundamentals	3
ACR 109	Tools and Service II	2
		Total 9

Second Semester – Spring

ACR 111	Gas Heating Principles	3
ACR 122	Principles of Air Conditioning	5
ACR 206	Advanced Electricity	2
		Total 10

Third Semester – Summer

ACR 131	Commercial Refrigeration	4
ACR 210	Heat Pumps	4
ACR 224	Codes and Ordinances	2
		Total 10

Air Conditioning/ Refrigeration Advanced Certificate

Certificate in Applied Science
Credit Requirements: 13 Semester Credit Hours

This certificate covers more advanced principles in ACR for individuals who have been in the field and desire more formal education or students who have an excellent understanding of basic ACR principles and desire more specific training on equipment and/or troubleshooting. It is strongly recommended that students who do not have a solid fundamental ACR foundation start with the ACR Beginning Certificate.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Fall Start
First Semester – Fall

ACR 210	Heatpumps	4
ACR 131	Commercial Refrigeration	4
		Total 8

Second Semester – Spring

ACR 111	Gas Heating	3
ACR 206	Advanced Electricity	2
		Total 5

Spring Start
First Semester – Spring

ACR 111	Gas Heating	3
ACR 206	Advanced Electricity	2
		Total 5

Second Semester – Fall

ACR 131	Commercial Refrigeration	4
ACR 210	Heatpumps	4
		Total 8

Automatic Transmission Repair Specialist

Certificate in Applied Science
Credit Requirements: 11 Semester Credit Hours

The Automatic Transmission Repair Specialist certificate program provides instruction on the theory, service and repair of automobile manual and automatic transmission, and transaxle and conventional drive axles. Graduates of this program should be able to perform most phases of transmission repair including diagnosis, disassembly, measurement, preassembly checks, reassembly and unit testing. Graduates with the required work experience should be prepared for the ASE certification tests in Automatic Transmission and Transaxle and Manual Drive Train and Axles.

Admission into this program requires a valid driver's license and qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Spring

AUT 152	Automatic Transmission	4
AUT 153	Automatic Transmission Diagnosis	3
		Total 7

Second Semester – Summer

*AUT 252	Advanced Automatic Transmission	4
		Total 4

** Prerequisite AUT 152*

Automotive Brakes and Alignment Specialist

Certificate in Applied Science
Credit Requirements: 10 Semester Credit Hours

The Automotive Brakes and Alignment Specialist program provides instruction in the theory, diagnosis and repair of automobile steering and braking systems. Graduates of this program should be able to service and repair the hydraulic, vacuum and mechanical components of automobile braking systems, and to diagnose, adjust and

repair components of manual and power assist steering systems. Graduates with the required work experience should be prepared for the ASE certification tests in Brakes and Suspension and Steering.

Admission into this program requires a valid driver's license and qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Spring

AUT 122	Suspension and Alignment	4
		Total 4

Second Semester – Summer

AUT 111	Brakes	3
AUT 211	Advanced Brakes	3
		Total 6

Automotive Engine Performance Specialist

Certificate in Applied Science
Credit Requirements: 11 Semester Credit Hours

This certificate program provides instruction on the theory, diagnosis and repair of engine fuel, electrical and emission control systems. Graduates of this program should be able to evaluate, diagnose and repair carbureted and fuel-injected automobile fuel systems, conventional and electronic ignition systems, emission control systems, and on-board, computer-managed engine systems. Graduates with the required work experience should be prepared for the ASE certification test in Engine Performance.

Admission into this program requires a valid driver's license, qualifying scores on SAT, ACT or TTC's placement test, and successful completion of AUT 133 or departmental approval. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Spring

*AUT 145	Engine Performance	3
AUT 149	Ignition and Fuel Systems	4
		Total 7

Second Semester – Summer

*AUT 247	Electronic Fuel Systems	4
		Total 4

** AUT 149 Prerequisite*

Automotive Engine Repair Specialist

Certificate in Applied Science
Credit Requirements: 11 Semester Credit Hours

The Automotive Engine Repair Specialist certificate program provides instruction on the theory, service and repair of automobile engines. Graduates of this program should be able to perform all phases of engine repair including diagnosis, disassembly, measurement, machining and reconditioning of components, reassembly and run-in of engines. Graduates with the required work experience should be prepared for the ASE certification test in Engine Repair.

Admission into this program requires a valid driver's license and qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

AUT 101	Engine Fundamentals	3
		Total 3

Second Semester – Summer

AUT 103	Engine Reconditioning	4
		Total 4

Third Semester – Fall

AUT 263	Advanced Automotive Machining	4
		Total 4

Automotive Servicing

Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours
Day

The Automotive Servicing program prepares students for employment in the automotive servicing industry. This program teaches the basic skills required for the diagnosis, maintenance and repair of passenger cars and light trucks, through theory and shop instruction.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

AUT 101	Engine Fundamentals	3
AUT 111	Brakes	3
AUT 131	Electrical Systems	3
AUT 133	Electrical Fundamentals	3
	Total 12	

Second Semester – Spring

AUT 103	Engine Reconditioning	4
AUT 145	Engine Performance	3
AUT 149	Ignition and Fuel Systems	4
AUT 241	Automotive Air Conditioning	4
	Total 15	

Third Semester – Summer

AUT 116	Manual Transmission and Axle	4
AUT 122	Suspension and Alignment	4
AUT 152	Automatic Transmission	4
	Total 12	

Automotive Servicing

Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours
Evening

The Automotive Servicing program prepares students for employment in the automotive servicing industry. This program teaches the basic skills required for the diagnosis, maintenance and repair of passenger cars and light trucks, through theory and shop instruction.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

AUT 101	Engine Fundamentals	3
AUT 133	Electrical Fundamentals	3
	Total 6	

Second Semester – Spring

AUT 122	Suspension and Alignment	4
AUT 131	Electrical Systems	3
	Total 7	

Third Semester – Summer

AUT 111	Brakes	3
AUT 241	Automotive Air Conditioning	4
	Total 7	

Fourth Semester – Fall

AUT 116	Manual Transmission and Axle	4
AUT 152	Automatic Transmission	4
	Total 8	

Fifth Semester – Spring

AUT 145	Engine Performance	3
AUT 149	Ignition and Fuel Systems	4
	Total 7	

Sixth Semester – Summer

AUT 103	Engine Reconditioning	4
	Total 4	

Basic Construction Trades

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

This certificate program teaches basic residential construction skills. A combination of credit courses is used to teach and build a house. The program prepares students for entry into the residential construction industry.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

BCT 102	Fundamentals of Building Construction	4
BCT 103	Construction Site Layout	4
BCT 112	Construction Print Reading	2
BCT 201	Principles of Roof Construction	4
	Total 14	

Second Semester – Spring

BCT 138	Residential Wiring	5
BCT 151	Introduction to Residential Plumbing	3
BCT 203	Exterior and Interior Finishes	5
	Total 13	

Basic Industrial Work Skills

Certificate in Applied Science
Credit Requirements: 26 Semester Credit Hours

This certificate is designed to offer employability skills for the industrial environment and prepare the student for various entry level positions at industrial and manufacturing work sites. Topics such as safety, communication, problem solving and computer use are introduced.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Summer

IMT 102	Industrial Safety	2
*CWE 114	Cooperative Work Experience	4
		Total 6

Second Semester – Fall

IMT 210	Basic Industrial Work Skills I	3
ENG 150	Basic Communications	3
		Total 6

Third Semester – Spring

IMT 163	Problem Solving for Mechanical Applications	3
IMT 211	Basic Industrial Work Skills II	3
		Total 6

Fourth Semester – Summer

QAT 110	Manufacturing Methods	3
CPT 101	Introduction to Computers	3
*CWE 122	Cooperative Work Experience	2
		Total 8

**Students may substitute the following for CWE 114 and CWE 122: six credit hours from one of the following categories: IMT, WLD, ACR, MTT or EEM. Courses selected must be from the same course category and are subject to advisor approval.*

Computer Numerical Control Operations

Certificate in Applied Science
Credit Requirements: 19 Semester Credit Hours
Evening

The Computer Numerical Control Operations program provides instruction in the theory, operation and programming of Computer Numerical Control (CNC) machine tools. This program teaches the basic skills required to read and interpret blueprints, operate CNC turning centers and machining centers, perform setups for CNC machine tools, perform tool off-sets, generate CNC program code manually or using computer software, edit CNC programs, upload and download CNC programs from off-line computers to CNC machine tools, and measure and inspect parts produced using CNC technology.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

EGT 106	Print Reading and Sketching	3
MTT 101	Introduction to Machine Tool	2
		Total 5

Second Semester – Spring

EGT 109	Introduction to Engineering Design Graphics	3
MTT 143	Precision Measurements	2
		Total 5

Third Semester – Summer

EGT 265	CAD/CAM Applications	3
MTT 250	Principles of CNC	3
		Total 6

Fourth Semester – Fall

MTT 253	CNC Programming and Operation	3
		Total 3

Cosmetology

Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours
Day

The curriculum for this certificate prepares students for entry into the cosmetology career field by providing instruction in basic salon service skills.

Admission into this program requires qualifying scores on SAT, ACT or the TTC placement test. High school graduation is not required if you are at least 18 years old and can provide proof of 10th grade completion (no correspondence schools).

Recommended Sequence of Courses
First Semester – Fall

COS 206	Chemical Hair Waving	3
COS 108	Nail Care	3
COS 112	Shampoo and Rinses	4
COS 120	Manikin Practice	3
		Total 13

Second Semester – Spring

COS 110	Scalp and Hair Care	3
COS 101	Fundamentals of Cosmetology	3
COS 210	Hair Coloring	3
COS 220	Cosmetology Clinical Practice I	3
		Total 12

Third Semester – Summer

COS 106	Facials and Makeup	3
COS 116	Hair Styling I	4
		Total 7

Fourth Semester – Fall

COS 114	Hair Shaping	4
COS 222	Cosmetology Clinical Practice II	3
		Total 7

Cosmetology

Certificate in Applied Science
Credit Required: 39 Semester Credit Hours
Evening

The cosmetology program prepares students for entry into the cosmetology career field by providing instruction in basic skills and theory.

Admission into this program requires qualifying scores on SAT, ACT or the TTC placement test. High school graduation is not required if you are at least 18 years old and can provide proof of 10th grade completion. (No correspondence schools.)

Recommended Sequence of Courses
First Semester – Spring

COS 120	Manikin Practice	3
COS 112	Shampoo and Rinses	4
		Total 7

Second Semester – Summer

COS 101	Fundamentals of Cosmetology	3
COS 110	Scalp and Hair Care	3
		Total 6

Third Semester – Fall

COS 206	Chemical Hair Waving	3
COS 114	Hair Shaping	4
		Total 7

Fourth Semester – Spring

COS 210	Hair Coloring	3
COS 116	Hair Styling I	4
		Total 7

Fifth Semester – Summer

COS 108	Nail Care	3
COS 106	Facials and Makeup	3
		Total 6

Sixth Semester – Fall

COS 220	Clinical Practice I	3
COS 222	Clinical Practice II	3
		Total 6

Electrical Line Worker: Third Class

Certificate in Applied Science
Credit Requirements: 17 Credit Hours

During the Electrical Line Worker—Third Class program, offered in its entirety both Fall and Spring semesters, students will receive classroom training in electrical theory and troubleshooting, circuit analysis, power systems components and operation including three-phase transformer banking, Personal Protective Equipment (PPE) and protective grounding, substation components, as well as a general overview of overhead and underground line work. Training especially emphasizes the importance of safety and teamwork in every aspect of the work. Students with this training are prepared to enter the utility industry as apprentice electrical line workers.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

ELW 110	Electrical Computations	2
ELW 111	Introduction to Electrical Line Worker	3
ELW 112	Introduction to Electricity	3
ELW 114	Overhead Line Construction I	3
ELW 211	Underground Line Construction I	3
ELW 231	Electrical Power Systems	3
		Total 17

Electrical Line Worker: Advanced

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

The advanced certificate is taught under the direction of experienced electric utility instructors. Students must be employees of the utility during the semester they are taking the certificate courses. The coursework continues the development of skills introduced in the Third Class certificate.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test and completion of the Third Class certificate or its equivalent. High school graduation is not required if you are at least 18 years old. Admission is restricted to employees of electric utilities. For more

information contact the Division of Industrial and Engineering Technology at 843.574.6156.

ELW 113	National Electrical Safety Code	3
ELW 115	Overhead Line Construction II	3
ELW 116	Overhead Line Construction III	3
ELW 117	Overhead Line Construction IV	3
ELW 212	Underground Line Construction II	3
ELW 221	Advanced Line Construction	3
		Total 18

Electrician: Automated Controls

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours
Day

The Electrician: Automated Controls certificate program prepares you for employment in industry as an automated controls maintenance technician. Emphasis is placed on electrical/electronic theory, programmable controllers and their applications, and hydraulic and pneumatic systems.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

EEM 117	AC/DC Circuits I	4
IMT 131	Hydraulics and Pneumatics	4
		Total 8

Second Semester – Spring

EEM 118	AC/DC Circuits II	4
EEM 131	Solid State Devices	4
		Total 8

Third Semester – Summer

EEM 107	Industrial Computer Techniques	2
EEM 221	DC/AC Drives	3
		Total 5

Fourth Semester – Fall

EEM 251	Programmable Controllers	3
		Total 3

Fifth Semester – Spring

EEM 252	Programmable Controllers Applications	3
		Total 3

Electrician: Automated Controls

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours
Evening

The Electrician: Automated Controls certificate program prepares you for employment in industry as an automated controls maintenance technician. Emphasis is placed on electrical/electronic theory, programmable controllers and their applications, and hydraulic and pneumatic systems.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Spring

EEM 117	AC/DC Circuits I	4
IMT 131	Hydraulics and Pneumatics	4
		Total 8

Second Semester – Summer

EEM 107	Industrial Computer Techniques	2
EEM 118	AC/DC Circuits II	4
		Total 6

Third Semester – Fall

EEM 131	Solid State Devices	4
EEM 251	Programmable Controllers	3
		Total 7

Fourth Semester – Spring

EEM 221	DC/AC Drives	3
EEM 252	Programmable Controllers Applications	3
		Total 6

Electrician: Construction

Certificate in Applied Science
Credit Requirements: 29 Semester Credit Hours
Day

The Electrician: Construction certificate program prepares you for employment in the electrical construction trade. Emphasis is placed on electrical theory, wiring techniques, electrical equipment installations and license preparation in accordance with the latest edition of the National Electrical Code.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

BCT 140	Commercial Wiring	3
EEM 117	AC/DC Circuits I	4
EEM 165	Residential/Commercial Wiring	4
IMT 210	Basic Industrial Work Skills I	3
		Total 14

Second Semester – Spring

EEM 118	AC/DC Circuits II	4
IMT 211	Basic Industrial Work Skills II	3
		Total 7

Third Semester – Summer

BCT 141	Fixtures and Installation	3
EEM 107	Industrial Computer Techniques	2
		Total 5

Fourth Semester – Fall

EEM 140	National Electrical Code	3
		Total 3

Electrician: Construction

Certificate in Applied Science
Credit Requirements: 29 Semester Credit Hours
Evening

The Electrician: Construction certificate program prepares you for employment in the electrical construction trade. Emphasis is placed on electrical theory, wiring techniques, electrical equipment installations and license preparation in accordance with the latest edition of the National Electrical Code.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Spring

EEM 117	AC/DC Circuits I	4
EEM 165	Residential/Commercial Wiring	4
		Total 8

Second Semester – Summer

EEM 107	Industrial Computer Techniques	2
EEM 118	AC/DC Circuits II	4
		Total 6

Third Semester – Fall

BCT 140	Commercial Wiring	3
		Total 3

Fourth Semester – Spring

BCT 141	Fixtures and Installation	3
EEM 140	National Electrical Code	3
		Total 6

Fifth Semester – Summer

IMT 210	Basic Industrial Work Skills I	3
IMT 211	Basic Industrial Work Skills II	3
		Total 6

Electrician: Industrial

Certificate in Applied Science
Credit Requirements: 34 Semester Credit Hours
Day

The Electrician: Industrial certificate program prepares you for employment as an industrial maintenance electrician. Emphasis is placed on electrical/electronic theory and industrial electrical equipment such as motors, transformers, motor control systems, drive systems and programmable controllers. Special emphasis is placed on developing troubleshooting skills.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

BCT 140	Commercial Wiring	3
EEM 117	AC/DC Circuits I	4
		Total 7

Second Semester – Spring

BCT 118	AC/DC Circuits II	4
EEM 131	Solid State Devices	4
		Total 8

Third Semester – Summer

EEM 107	Industrial Computer Techniques	2
EEM 217	AC/DC Machines with Electrical Codes	4
EEM 221	DC/AC Drives	3
		Total 9

Fourth Semester – Fall

EEM 140	National Electrical Code	3
EEM 151	Motor Controls I	4
EEM 251	Programmable Controllers	3
		Total 10

Electrician: Industrial

Certificate in Applied Science
Credit Requirements: 34 Semester Credit Hours
Evening

The Electrician: Industrial certificate program prepares you for employment as an industrial maintenance electrician. Emphasis is placed on electrical/electronic theory and industrial electrical equipment such as motors, transformers, motor control systems, drive systems and programmable controllers. Special emphasis is placed on developing troubleshooting skills.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses

First Semester – Spring

EEM 117	AC/DC Circuits I	4
		Total 4

Second Semester – Summer

EEM 107	Industrial Computer Techniques	2
EEM 118	AC/DC Circuits II	4
		Total 6

Third Semester – Fall

EEM 131	Solid State Devices	4
EEM 217	AC/DC Machines with Electrical Codes	4
		Total 8

Fourth Semester – Spring

EEM 151	Motor Controls I	4
		Total 4

Fifth Semester – Summer

BCT 140	Commercial Wiring	3
EEM 251	Programmable Controllers	3
		Total 6

Sixth Semester – Fall

EEM 140	National Electrical Code	3
EEM 221	DC/AC Drives	3
		Total 6

Esthetics

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

This certificate program teaches basic skin care, various facials, makeup application, hair removal, sanitation procedures and salon management practices.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old and can provide proof of 10th grade completion (no correspondence schools).

Recommended Sequence of Courses

First Semester

COS 151	Dermatology	3
COS 152	Hygiene and Sanitation	2
COS 153	Structure and Function of Human Systems	3
COS 156	Fundamentals of Massage	2
COS 158	Facial Treatments	2
COS 160	Electric Current Facial Treatments	1
COS 162	Hair Removal	1
		Total 14

Second Semester

COS 164	Basic Makeup and Application	3
COS 165	Business Practice	3
COS 221	Facial Practice I	2
COS 223	Facial Practice II	2
		Total 10

Note: Palmer Campus sequence of courses varies. See your advisor.

Golf Course Maintenance

Certificate in Applied Science
Credit Requirements: 23 Semester Credit Hours

The Golf Course Maintenance certificate program provides short-term training for individuals employed in golf course maintenance and those wishing to enter the field. The program is structured so that novice students can develop basic skills, and those individuals currently employed at golf courses can upgrade their skills through formal course work combined with on-the-job training. This on-the-job training consists of supervised work experience in which students are placed at a golf course for hands-on practice with chemical and fertilizer application equipment as well as training in routine maintenance practices. Students must see the Horticulture faculty for more information.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

HRT 110	Plant Form and Function	4
HRT 144	Plant Pests	3
HRT 241	Turf Management	3
		Total 10

Second Semester – Spring

HRT 125	Soils	4
HRT 240	Pesticides	4
		Total 8

Third Semester – Summer

CWE 112	Cooperative Work Experience	2
HRT 121	Commercial Irrigation	3
		Total 5

Industrial Maintenance

Certificate in Applied Science
Credit Requirements: 23 Semester Credit Hours
Evening

The Industrial Maintenance program prepares students for employment in commercial and industrial building and plant maintenance. This program teaches basic skills required for maintenance, installation, troubleshooting and repair of air conditioning and electrical systems.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

ACR 106	Basic Electricity for HVAC/R	4
ACR 108	Refrigeration Fundamentals	3
ACR 109	Tools and Service II	2
		Total 9

Second Semester – Spring

BCT 138	Residential Wiring	5
		Total 5

Third Semester – Summer

IMT 210	Basic Industrial Work Skills I	3
IMT 211	Basic Industrial Work Skills II	3
		Total 6

Fourth Semester – Fall

BCT 140	Commercial Wiring	3
		Total 3

Industrial Mechanic

Certificate in Applied Science
Credit Requirements: 25 Semester Credit Hours
Evening

The Industrial Mechanic program prepares students for employment in industrial mechanics. This program teaches skills required for troubleshooting, maintenance and repair of mechanical systems.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

IMT 160	Preventive Maintenance	3
IMT 163	Problem Solving for Mechanical Applications	3
		Total 6

Second Semester – Spring

IMT 131	Hydraulics and Pneumatics	4
IMT 151	Piping Systems	3
		Total 7

Third Semester – Summer

IMT 210	Basic Industrial Work Skills I	3
IMT 211	Basic Industrial Work Skills II	3
		Total 6

Fourth Semester – Fall

IMT 105	Mechanical Sketching	2
IMT 121	Drive Systems	2
IMT 124	Pumps	2
		Total 6

Landscape Design

Certificate in Applied Science
Credit Requirements: 16 Semester Credit Hours

The Landscape Design certificate program provides training for individuals involved in landscape design and installation. The program is useful for those with practical experience in landscape installation, but with little or no formal training in plant arrangements and plant selection. Students must see the Horticulture faculty for advising.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

HRT 106	Ornamentals	2
HRT 153	Landscape Construction	3
		Total 5

Second Semester – Spring

HRT 102	Landscape Design	4
HRT 107	Woody Ornamentals	2
		Total 6

Third Semester – Summer

HRT 108	Annuals and Perennials	2
HRT 212	Commercial Landscape Design	3
		Total 5

Landscape Management

Certificate in Applied Science
Credit Requirements: 17 Semester Credit Hours

The Landscape Management certificate is ideal if you want to take courses in a specific area of landscape maintenance and management. The objective of this certificate is to create confidence and professionalism in the landscaper and nursery worker by broadening his or her horticultural knowledge and increasing exposure to modern techniques and materials used in landscape management.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

HRT 101	Introduction to Horticulture	3
HRT 106	Ornamentals	2
HRT 241	Turf Management	3
		Total 8

Second Semester – Spring

HRT 107	Woody Ornamentals	2
MGT 120	Small Business Management	3
		Total 5

Third Semester – Summer

HRT 108	Annuals and Perennials	2
HRT 254	Landscape Maintenance	2
		Total 4

Machine Tool Technology

Certificate in Applied Science
Credit Requirements: 34 Semester Credit Hours
Fall Semester Start / Evening

The Machine Tool Technology certificate program prepares you for entry-level employment in the metal-working industry.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

EGT 106	Print Reading and Sketching	3
MTT 121	Machine Tool Theory I	3
MTT 122	Machine Tool Practice I	4
		Total 10

Second Semester – Spring

MTT 123	Machine Tool Theory II	3
MTT 124	Machine Tool Practice II	4
MTT 143	Precision Measurements	2
		Total 9

Third Semester – Summer

MTT 141	Metals and Heat Treatment	3
MTT 240	Specifications	3
MTT 241	Jigs and Fixtures I	2
		Total 8

Fourth Semester – Fall

MTT 125	Machine Tool Theory III	3
MTT 126	Machine Tool Practice III	4
		Total 7

Nail Technology

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours
Day

This program teaches basic nail care, various nail additions, repair wraps, sanitation procedures and basic salon management practices.

Admission into this program requires qualifying scores on SAT, ACT or the TTC placement test. High school graduation is not required if you are at least 18 years old and can provide proof of 10th grade completion (no correspondence schools).

Recommended Sequence of Courses
First Semester

COS 130	Professional Image	2
COS 131	Bacteria and Other Infectious Agents	2
COS 132	Science of Nail Technology	2
COS 133	Basic Procedures	3
COS 135	The Business of Nail Technology	2
COS 136	Fundamentals of Artificial Nail Application	4
COS 137	Fundamentals of Nail Art	1
COS 224	Nail Practice I	4
COS 226	Nail Practice II	4
		Total 24

Welding Gas Metal Arc and Flux Cored Arc

Certificate in Applied Science
Credit Requirements: 28 Semester Credit Hours
Fall Semester Start

This certificate teaches beginning and intermediate welding students the principles and practices of gas metal arc and flux cored arc welding in preparation for entry into the welding fields of manufacturing, construction, transportation and maintenance.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

EGT 114	Welding Print Basics	2
WLD 110	Welding Safety and Health	1
WLD 118	Gas Metal Arc Welding Ferrous I	4
WLD 119	Gas Metal Arc Welding Ferrous II	1
WLD 201	Welding Metallurgy	2
		Total 10

Second Semester – Spring

EGT 117	Welding Print Principles	2
WLD 120	Flux Cored Arc Welding I	4
WLD 121	Flux Cored Arc Welding II	1
WLD 141	Weld Quality	2
WLD 240	Robotic Welding and Manufacturing	4
		Total 13

Third Semester – Summer

WLD 122	Gas Metal Arc Welding Nonferrous I	4
WLD 123	Gas Metal Arc Welding Nonferrous II	1
		Total 5

Welding Gas Metal Arc and Flux Cored Arc

Certificate in Applied Science
Credit Requirements: 28 Semester Credit Hours
Spring Semester Start

This certificate teaches beginning and intermediate welding students the principles and practices of gas metal arc and flux cored arc welding in preparation for entry into the welding fields of manufacturing, construction, transportation and maintenance.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Spring

WLD 110	Welding Safety and Health	1
WLD 118	Gas Metal Arc Welding Ferrous I	4
WLD 119	Gas Metal Arc Welding Ferrous II	1
WLD 240	Robotic Welding and Manufacturing	4
		Total 10

Second Semester – Summer

WLD 120	Flux Cored Arc Welding I	4
WLD 121	Flux Cored Arc Welding II	1
		Total 5

Third Semester – Fall

EGT 114	Welding Print Basics	2
WLD 122	Gas Metal Arc Welding Nonferrous I	4
WLD 123	Gas Metal Arc Welding Nonferrous II	1
WLD 201	Welding Metallurgy	2
		Total 9

Fourth Semester – Spring

EGT 117	Welding Print Principles	2
WLD 141	Weld Quality	2
		Total 4

Welding Gas Metal Arc and Flux Cored Arc

Certificate in Applied Science
Credit Requirements: 28 Semester Credit Hours
Summer Term Start

This certificate teaches beginning and intermediate welding students the principles and practices of gas metal arc and flux cored arc welding in preparation for entry into the welding fields of manufacturing, construction, transportation and maintenance. Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses

First Semester – Summer

WLD 118	Gas Metal Arc Welding Ferrous I	4
WLD 119	Gas Metal Arc Welding Ferrous II	1
		Total 5

Second Semester – Fall

EGT 114	Welding Print Basics	2
WLD 110	Welding Safety and Health	1
WLD 120	Flux Cored Arc Welding I	4
WLD 121	Flux Cored Arc Welding II	1
WLD 201	Welding Metallurgy	2
		Total 10

Third Semester – Spring

EGT 117	Welding Print Principles	2
WLD 122	Gas Metal Arc Welding Nonferrous I	4
WLD 123	Gas Metal Arc Welding Nonferrous II	1
WLD 141	Weld Quality	2
WLD 240	Robotic Welding and Manufacturing	4
		Total 13

Welding Gas Metal Arc and Flux Cored Arc Advanced

Certificate in Applied Science
Credit Requirements: 15 Semester Credit Hours
Fall Semester Start

This certificate teaches advanced welding students pipe welding skills using the gas metal arc and flux cored arc welding processes. Requirements for entry into this program are prerequisite courses WLD 119 and WLD 121; current welder qualification documentation of gas metal arc and flux cored arc in 3G and 4G positions on carbon steel; or skills evaluation by the Welding instructor at TTC.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses

First Semester – Fall

WLD 231	Gas Metal Arc/Flux Cored Arc Welding Pipe I	4
WLD 232	Gas Metal Arc/Flux Cored Arc Welding Pipe II	2
		Total 6

Second Semester – Spring

WLD 110	Welding Safety and Health	1
WLD 141	Weld Quality	2
		Total 3

Third Semester – Fall

EGT 114	Welding Print Basics	2
WLD 201	Welding Metallurgy	2
		Total 4

Fourth Semester – Spring

EGT 117	Welding Print Principles	2
		Total 2

Welding Gas Metal Arc and Flux Cored Arc Advanced

Certificate in Applied Science
Credit Requirements: 15 Semester Credit Hours
Spring Semester Start

This certificate teaches advanced welding students pipe welding skills using the gas metal arc and flux cored arc welding processes. Requirements for entry into this program are: prerequisite courses WLD 119 and WLD 121; current welder qualification documentation of gas metal arc and flux cored arc in 3G and 4G positions on carbon steel; or skills evaluation by the Welding instructor at TTC.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Spring

WLD 231	Gas Metal Arc/Flux Cored Arc Welding Pipe I	4
WLD 232	Gas Metal Arc/Flux Cored Arc Welding Pipe II	2
	Total 6	

Second Semester – Fall

EGT 114	Welding Print Basics	2
WLD 110	Welding Safety and Health	1
WLD 201	Welding Metallurgy	2
	Total 5	

Third Semester – Spring

EGT 117	Welding Print Principles	2
WLD 141	Weld Quality	2
	Total 4	

Welding Gas Tungsten Arc

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours
Fall Semester Start

This certificate teaches beginning and intermediate welding students the principles and practices of gas tungsten arc welding carbon steel, aluminum and stainless steel sheet metal, plate and tubing.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Students can enter the certificate program in any semester.

Recommended Sequence of Courses
First Semester – Fall

EGT 114	Welding Print Basics	2
WLD 110	Welding Safety and Health	1
WLD 132	Inert Gas Welding Ferrous	4
WLD 133	Inert Gas Welding Ferrous Tubing	1
WLD 201	Welding Metallurgy	2
	Total 10	

Second Semester – Spring

EGT 117	Welding Print Principles	2
WLD 141	Weld Quality	2
WLD 152	Tungsten Arc Welding	4
WLD 153	Tungsten Arc Welding Stainless Steel Tubing	1
	Total 9	

Third Semester – Summer

WLD 135	Inert Gas Welding of Aluminum	4
WLD 137	Inert Gas Welding Aluminum Tubing	1
	Total 5	

Welding Gas Tungsten Arc

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours
Spring Semester Start

This certificate teaches beginning and intermediate welding students the principles and practices of gas tungsten arc welding carbon steel, aluminum and stainless steel sheet metal, plate and tubing.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Students can enter the certificate program in any semester.

Recommended Sequence of Courses
First Semester – Spring

WLD 110	Welding Safety and Health	1
WLD 132	Inert Gas Welding Ferrous	4
WLD 133	Inert Gas Welding Ferrous Tubing	1
	Total 6	

Second Semester – Summer

WLD 152	Tungsten Arc Welding	4
WLD 153	Tungsten Arc Welding Stainless Steel Tubing	1
	Total 5	

Third Semester – Fall

EGT 114	Welding Print Basics	2
WLD 135	Inert Gas Welding of Aluminum	4
WLD 137	Inert Gas Welding Aluminum Tubing	1
WLD 201	Welding Metallurgy	2
	Total 9	

Fourth Semester – Spring

EGT 117	Welding Print Principles	2
WLD 141	Weld Quality	2
	Total 4	

Welding Gas Tungsten Arc

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours
Summer Term Start

This certificate teaches beginning and intermediate welding students the principles and practices of gas tungsten arc welding carbon steel, aluminum and stainless steel sheet metal, plate and tubing. Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Students can enter the certificate program in any semester.

Recommended Sequence of Courses
First Semester – Summer

WLD 132	Inert Gas Welding Ferrous	4
WLD 133	Inert Gas Welding Ferrous Tubing	1
		Total 5

Second Semester – Fall

EGT 114	Welding Print Basics	2
WLD 110	Welding Safety and Health	1
WLD 152	Tungsten Arc Welding	4
WLD 153	Tungsten Arc Welding Stainless Steel Tubing	1
WLD 201	Welding Metallurgy	2
		Total 10

Third Semester – Spring

EGT 117	Welding Print Principles	2
WLD 135	Inert Gas Welding of Aluminum	4
WLD 137	Inert Gas Welding Aluminum Tubing	1
WLD 141	Weld Quality	2
		Total 9

Welding Gas Tungsten Arc Advanced

Certificate in Applied Science
Credit Requirements: 15 Semester Credit Hours
Fall Semester Start

This certificate teaches advanced welding students pipe welding skills using the gas tungsten arc welding process.

Requirements for entry into this program are prerequisite courses WLD 133, WLD 137 and WLD 153; current welder qualification documentation of gas tungsten arc welding in 3G and 4G positions of carbon steel, aluminum and stainless steel; or skills evaluation by the welding instructor at TTC.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

WLD 228	Inert Gas Welding Pipe I	4
WLD 229	Inert Gas Welding Pipe II	2
		Total 6

Second Semester – Spring

WLD 110	Welding Safety and Health	1
WLD 141	Weld Quality	2
		Total 3

Third Semester – Fall

EGT 114	Welding Print Basics	2
WLD 201	Welding Metallurgy	2
		Total 4

Fourth Semester – Spring

EGT 117	Welding Print Principles	2
		Total 2

Welding Gas Tungsten Arc Advanced

Certificate in Applied Science
Credit Requirements: 15 Semester Credit Hours
Spring Semester Start

This certificate teaches advanced welding students pipe welding skills using the gas tungsten arc welding process.

Requirements for entry into this program are prerequisite courses WLD 133, WLD 137 and WLD 153; current welder qualification documentation of gas tungsten arc welding in 3G and 4G positions of carbon steel, aluminum and stainless steel; or skills evaluation by the welding instructor at TTC.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Spring

WLD 228	Inert Gas Welding Pipe I	4
WLD 229	Inert Gas Welding Pipe II	2
		Total 6

Second Semester – Fall

EGT 114	Welding Print Basics	2
WLD 110	Welding Safety and Health	1
WLD 201	Welding Metallurgy	2
		Total 5

Third Semester – Spring

EGT 117	Welding Print Principles	2
WLD 141	Weld Quality	2
		Total 4

Welding Shielded Metal Arc

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours
Fall Semester Start

This certificate teaches beginning and intermediate welding students the principles and practices of shielded metal arc welding in preparation for entry into the welding fields of construction, fabrication and maintenance.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Students can enter the certificate program in any semester.

Recommended Sequence of Courses
First Semester – Fall

EGT 114	Welding Print Basics	2
WLD 101	Cutting Processes	1
WLD 110	Welding Safety and Health	1
WLD 111	Arc Welding I	4
WLD 201	Welding Metallurgy	2
		Total 10

Second Semester – Spring

EGT 117	Welding Print Principles	2
WLD 113	Arc Welding II	4
WLD 114	Advanced Arc Welding	1
WLD 141	Weld Quality	2
		Total 9

Third Semester – Summer

WLD 125	Arc Welding Stainless Steel	1
WLD 170	Qualification Welding	4
		Total 5

Welding Shielded Metal Arc

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours
Spring Semester Start

This certificate teaches beginning and intermediate welding students the principles and practices of shielded metal arc welding in preparation for entry into the welding fields of construction, fabrication and maintenance.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Students can enter the certificate program in any semester.

Recommended Sequence of Courses
First Semester – Spring

WLD 101	Cutting Processes	1
WLD 110	Welding Safety and Health	1
WLD 111	Arc Welding I	4
		Total 6

Second Semester – Summer

WLD 113	Arc Welding II	4
WLD 114	Advanced Arc Welding	1
		Total 5

Third Semester – Fall

EGT 114	Welding Print Basics	2
WLD 125	Arc Welding Stainless Steel	1
WLD 170	Qualification Welding	4
WLD 201	Welding Metallurgy	2
		Total 9

Fourth Semester – Spring

EGT 117	Welding Print Principles	2
WLD 141	Weld Quality	2
		Total 4

Welding Shielded Metal Arc

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours
Summer Term Start

This certificate teaches beginning and intermediate welding students the principles and practices of shielded metal arc welding in preparation for entry into the welding fields of construction, fabrication and maintenance. Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Students can enter the certificate programs in any semester.

Recommended Sequence of Courses

First Semester – Summer

WLD 101	Cutting Processes	1
WLD 111	Arc Welding I	4
		Total 5

Second Semester – Fall

EGT 114	Welding Print Basics	2
WLD 110	Welding Safety and Health	1
WLD 113	Arc Welding II	4
WLD 114	Advanced Arc Welding	1
WLD 201	Welding Metallurgy	2
		Total 10

Third Semester – Spring

EGT 117	Welding Print Principles	2
WLD 125	Arc Welding Stainless Steel	1
WLD 141	Weld Quality	2
WLD 170	Qualification Welding	4
		Total 9

Welding Shielded Metal Arc Advanced

Certificate in Applied Science
Credit Requirements: 15 Semester Credit Hours
Spring Semester Start

This certificate teaches advanced welding students pipe welding skills using the shielded metal arc welding process. Requirements for entry into this program are: prerequisite courses WLD 170 and WLD 125; current welder qualification documentation of shielded metal arc welding in 3G and 4G positions; or skills evaluation by the welding instructor at TTC. Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Students can enter the certificate in Fall or Spring semesters.

Recommended Sequence of Courses

First Semester – Spring

WLD 225	Arc Welding Pipe I	4
WLD 226	Arc Welding Pipe II	1
WLD 227	Arc Welding Pipe III	1
		Total 6

Second Semester – Fall

EGT 114	Welding Print Basics	2
WLD 110	Welding Safety and Health	1
WLD 201	Welding Metallurgy	2
		Total 5

Third Semester – Spring

EGT 117	Welding Print Principles	2
WLD 141	Weld Quality	2
		Total 4

Welding Shielded Metal Arc Advanced

Certificate in Applied Science
Credit Requirements: 15 Semester Credit Hours
Fall Semester Start

This certificate teaches advanced welding students pipe welding skills using the shielded metal arc welding process. Requirements for entry into this program are: prerequisite courses WLD 170 and WLD 125; current welder qualification documentation of shielded metal arc welding in 3G and 4G positions; or skills evaluation by the welding instructor at TTC. Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Students can enter the certificate in Fall or Spring semesters.

Recommended Sequence of Courses

First Semester – Fall

WLD 225	Arc Welding Pipe I	4
WLD 226	Arc Welding Pipe II	1
WLD 227	Arc Welding Pipe III	1
		Total 6

Second Semester – Spring

WLD 110	Welding Safety and Health	1
WLD 141	Weld Quality	2
		Total 3

Third Semester – Fall

WLD 201	Welding Metallurgy	2
EGT 114	Welding Print Basics	2
		Total 4

Fourth Semester – Spring

EGT 117	Welding Print Principles	2
		Total 2

Woodworking

Certificate in Applied Science
Credit Requirements: 8 Semester Credit Hours

The Woodworking certificate prepares students to work with and install trim, doors, stair parts, cabinets, counters, baseboards, casings and shelving.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

BCT 106	Beginning Woodworking	2
		Total 2

Second Semester – Spring

BCT 204	Cabinet Making	4
		Total 4

Third Semester – Summer

BCT 108	Finish Trim	2
		Total 2

Law-Related Studies

Overview

The Division of Law-Related Studies offers students the education needed to enter the law enforcement and paralegal professions.

The Criminal Justice associate degree program is for students who desire to begin careers in law enforcement, upgrade their skills, or transfer to a four-year institution to obtain a bachelor's degree in criminal justice, criminology or sociology. Some courses offered in the training curriculum at the SC Criminal Justice Academy are eligible for credit toward the Criminal Justice associate degree at TTC. Courses taken at TTC may be transferable to the SC Criminal Justice Academy for recertification credit for certified police and detention officers. Some credit may transfer to public and private colleges as well. Contact your advisor for more information about transfer options in criminal justice. The College also offers four Criminal Justice certificates: Law Enforcement, Corrections, Crime Scene Investigation, and Emergency Management and Protection. These certificates are designed for students who are not seeking an associate degree but need course work in criminal justice to help them gain employment or advance in their respective field of employment.

TTC's Paralegal associate degree program is designed for students who want a career as a paralegal. The College also offers a Paralegal certificate program for students who already have some college credit. To enter this program students must have at least 49.5 quarter or 33 semester credit hours, at a C or better, from an approved, accredited postsecondary institution. Of these hours, three hours must be CPT 101 or a comparable computer course, and 18 hours must be general education courses spread across three disciplines, with six of those 18 hours being comprised of ENG 101 and SPC 205 or SPC 209. Contact your advisor for further details. The Paralegal certificate program and the Paralegal associate degree program have received the approval of the American Bar Association.

General Information

Through internships, work-study positions or the College's cooperative education program, Criminal Justice and Paralegal students are provided the opportunity to receive on-the-job training in a variety of settings.

Students interested in Law-Related Studies programs should consult with a faculty advisor to discuss program requirements, class times and frequency of offerings. Seating is limited, so early registration is recommended. For more information call 843.722.5526.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Programs of Study

Associate Degree Programs
Criminal Justice
Paralegal

Certificate Programs
Criminal Justice: Corrections
Criminal Justice: Law Enforcement
Crime Scene Investigation
Emergency Management and Protection
Paralegal

Note: All CRJ courses are taught at the downtown Palmer Campus. The degree and all certificates are also available online for those students who work or have other situations that prevent in class attendance.

Criminal Justice

Associate in Applied Science
Credit Requirements: 66 Semester Credit Hours

The Criminal Justice associate degree prepares students for entry level positions in law enforcement agencies as police officers and civilian support staff; in corrections and detention facilities as corrections officers and jailers; in prosecutors' offices and criminal defense firms as investigators, clerks, and support staff; in private security agencies as security officers and investigators and in homeland and corporate security departments as investigators, risk analysis officers and loss prevention and emergency planners where a degree is required. The degree also positions employees for pay raises and promotion eligibility.

Recommended Sequence of Courses

First Semester – Fall

CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
CRJ 101	Introduction to Criminal Justice	3
CRJ 125	Criminology	3
ELE CRJ Eelectives	Select three credit hours from Criminal Justice Electives	3
	Total 15	

Second Semester – Spring

CRJ 140	Criminal Justice Report Writing	3
or		
ENG 102	English Composition II	3
CRJ 220	Judicial Process	3
CRJ 115	Criminal Law I	3
ELE CRJ Electives	Select three credit hours from Criminal Justice Electives	3
ELE SSC	Select three credit hours from Behavioral and Social Sciences Electives on page B-3	3
	Total 15	

Third Semester – Summer

CRJ 210	The Juvenile and the Law	3
CRJ 222	Ethics in Criminal Justice	3
CRJ 242	Correctional Systems	3
ELE GEN	Select three hours from Criminal Justice General Electives	3
	Total 12	

Fourth Semester – Fall

CRJ 236	Criminal Evidence	3
ELE MAT/ SCI	Select one course from Math/ Natural Science Electives	3
ELE GEN	Select three hours from Criminal Justice General Electives	3
ELE GEN	Select three hours from Criminal Justice General Electives	3
	Total 12	

Fifth Semester – Spring

ELE HUM	Select one course from Humanities Elective	3
CRJ 130	Police Administration	3
ELE CRJ	Select three credit hours from Criminal Justice Electives	3
ELE GEN	Select three hours from Criminal Justice General Electives	3
	Total 12	

Note: Discuss course selection with your advisor regarding transferability to four-year colleges. Some courses may not transfer.

Criminal Justice Electives

CRJ 110	Police Patrol	3
CRJ 120	Constitutional Law	3
CRJ 126	Criminal Justice Research Methods	3
CRJ 140	Criminal Justice Report Writing	3
CRJ 202	Criminalistics	3
CRJ 212	Protection Management	3
CRJ 218	Crisis Intervention	3
CRJ 232	White Collar Crimes Investigation	3
CRJ 233	Cyber Crimes and the Law	3
CRJ 235	Practical Crime Scene Investigation	3
CRJ 239	Homeland Security and Terrorism	3
CRJ 244	Probation, Pardon and Parole	3
CRJ 250	Criminal Justice Internship I	3
CWE 113	Cooperative Work Experience	
CWE 123	Cooperative Work Experience	

Criminal Justice General Electives

CRJ 102	Introduction to Security	3
CRJ 224	Police Community Relations	3
CRJ 230	Criminal Investigation I	3
CRJ 243	Criminal Profiling	3

Any additional course from General Education Core Curriculum

Paralegal

Associate in Applied Science

Credit Requirements: 69 Semester Credit Hours

The Paralegal associate degree program prepares students to work under the direct supervision of an attorney to prepare legal documents, recommend solutions for procedural problems, and create and implement detailed office procedures for the efficient handling of specialized fields of law. This program has received approval from the American Bar Association.

Note: Please see course descriptions. Most LEG courses require completion of prerequisites, corequisites or advisor's approval. Many LEG courses are offered only once each year, so following the recommended course sequence is very important. See your advisor prior to registration.

Recommended Sequence of Courses

First Semester – Fall

CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
LEG 135	Introduction to Law and Ethics	3
LEG 201	Civil Litigation I	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
		Total 15

Second Semester – Spring

ENG 102	English Composition II	3
LEG 120	Torts	3
LEG 132	Legal Bibliography	3
ELE HIS	Select three credit hours from History Electives	3
ELE SSC	Select three credit hours from Behavioral and Social Sciences Electives	3
		Total 15

Third Semester – Summer

BUS 121	Business Law I	3
LEG 213	Family Law	3
LEG 240	Claims Investigation	3
		Total 9

Fourth Semester – Fall

LEG 214	Property Law	3
LEG 233	Wills, Trusts and Probate	3
*LEG 242	Law Practice Workshop	3
MAT 109	College Algebra with Modeling	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
ELE LEG	Select three credit hours from Paralegal Electives	3
		Total 15

Fifth Semester – Spring

CPT 179	Microcomputer Word Processing	3
LEG 230	Legal Writing	3
CRJ 115	Criminal Law I	3
or		
LEG 234	Title Examination Procedures I	3
ELE LEG	Select three credit hours from Paralegal Electives	3
ELE SSC	Select three credit hours from Behavioral and Social Sciences Electives on page B-3	3
		Total 15

History Electives

HIS 101	Western Civilization to 1689	3
HIS 102	Western Civilization Post 1689	3
HIS 104	World History I	3
HIS 105	World History II	3
HIS 130	African-American History to 1877	3
HIS 131	African-American History: 1877 to Present	3
HIS 201	American History: Discovery to 1877	3
HIS 202	American History: 1877 to Present	3

Paralegal Electives

Students may select six credit hours from any college-level courses in the Catalog to be used as electives, **except** any 100-level courses, COL 103, COL 104, COL 107, IDS 101, IDS 104 and ENG 150 or any course labeled nondegree credit in the course descriptions.

Strongly Recommended: CPT 174, CPT 172, CRJ 115, CRJ 120, CRJ 210, CRJ 220, CRJ 236, LEG 244

**May be taken in Fall or Spring of second year, but not prior to that time*

Students transferring credits into the Paralegal programs may only transfer five courses for LEG prefix course credit.

Paralegal Program Objectives

Program Objectives

- Explain role of paralegal in law office, identify employment opportunities, prepare resumes and apply effective interview techniques.
- Discuss the S.C. Rules of Professional Conduct and explain their application to lawyers and paralegals.
- Locate, read and analyze constitutional law, statutory law, case law, administrative agency regulations and secondary source materials related to given factual situations.
- Research and prepare legal memoranda and properly cite law used according to the citation rules contained in a Uniform System of Citation.
- Discuss and apply the S.C. Rules of Civil Procedure and describe jurisdiction of state and federal courts.

- Discuss legal issues related to real property, analyze documents for the conveyance and encumbrance of real property for validity and proper form and prepare loan closing documents.
- Apply legal principles involved in tort actions and investigate claims by gathering evidence, preparing discovery documents and interviewing witnesses.
- Apply legal principles related to domestic relations issues and prepare appropriate pleadings and documents.
- Prepare a simple will, analyze various types of trusts and apply legal principles, and prepare forms relative to administration of testate and intestate estates.
- Discuss legal principles governing formation, performance and breach of contracts, as well as appropriate remedies for breach.
- Apply legal principles and skills learned in classroom setting in law office internship or comprehensive research project.

UNAUTHORIZED PRACTICE OF LAW (UPL) STATEMENT: PARALEGALS ARE NOT AUTHORIZED TO PRACTICE LAW IN SOUTH CAROLINA
S.C. Code Ann. § 40-5-310 (1976):
No person may practice or solicit the cause of another person in a count of this State unless he has been admitted and sworn as an attorney. A person who violates this section is guilty of a felony and, upon conviction, must be fined not more than five thousand dollars or imprisoned not more than five years, or both.

Criminal Justice: Corrections

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours

This certificate prepares students for positions in detention facilities, local jails, state prisons, juvenile facilities, and probation and parole agencies as support staff to agents where a degree is not required.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or TTC's placement test. See your advisor for reading and writing placement.

Recommended Sequence of Courses

First Semester – Fall

***CRJ 101	Introduction to Criminal Justice	3
CRJ 125	Criminology	3
CRJ 244	Probation, Pardon and Parole	3
		Total 9

Second Semester – Spring

**CRJ 115	Criminal Law I	3
CRJ 140	Criminal Justice Report Writing	3
CRJ 220	Judicial Process	3
*CRJ 202	Criminalistics	3
		Total 9-12

Third Semester – Summer

**CPT 101	Introduction to Computers	3
CRJ 222	Ethics in Criminal Justice	3
CRJ 242	Correctional Systems	3
*CRJ 230	Criminal Investigation I	3
		Total 9-12

**Students may choose either CRJ 202 or CRJ 230. CRJ 230 is only offered in summer. Students are not required to take both CRJ 202 and CRJ 230 and should discuss this choice with their advisors.*

***Course is offered every semester.*

****Course is offered in Fall and Spring semesters.*

Criminal Justice: Law Enforcement

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours

This certificate prepares students for law enforcement and security positions where the degree is not required to work as patrol officers, civilian support staff positions, communications officers, community service officers, private security officers and investigators.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or TTC's placement test. See your advisor for reading and writing placement.

Recommended Sequence of Courses
First Semester – Fall

***CRJ 101	Introduction to Criminal Justice	3
CRJ 125	Criminology	3
CRJ 224	Police Community Relations	3
or		
CRJ 102	Introduction to Security	3
		Total 9

Second Semester – Spring

CRJ 110	Police Patrol	3
CRJ 140	Criminal Justice Report Writing	3
CRJ 220	Judicial Process	3
*CRJ 202	Criminalistics	3
		Total 9-12

Third Semester – Summer

**CPT 101	Introduction to Computers	3
**CRJ 115	Criminal Law I	3
CRJ 222	Ethics in Criminal Justice	3
*CRJ 202	Criminalistics	3
		Total 9-12

**Students may take either CRJ 202 or CRJ 230. Students may take CRJ 102 or CRJ 224. However, students do not have to take all four courses.*

***Course is offered every semester.*

****Course is offered in Fall and Spring semesters.*

Crime Scene Investigation

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours

This certificate prepares students for entry-level positions in public and private agencies as crime scene investigators, forensic technicians, coroner's investigators, and crime lab technicians where the degree is not required.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or TTC's placement test. See your advisor for reading and writing placement.

Recommended Sequence of Courses
First Semester – Fall

*CRJ 101	Introduction to Criminal Justice	3
CRJ 125	Criminology	3
CRJ 235	Practical Crime Scene Investigations	3
CRJ 236	Criminal Evidence	3
		Total 12

Second Semester – Spring

CRJ 140	Criminal Justice Report Writing	3
CRJ 202	Criminalistics	3
**CRJ 250	Criminal Justice Internship I	3
or		
CRJ 233	Cyber Crime and the Law	3
		Total 9

Third Semester – Summer

CPT 101	Introduction to Computers	3
CRJ 230	Criminal Investigation I	3
CRJ 243	Criminal Profiling	3
		Total 9

**Offered in both Fall and Spring semesters*

***Approval from advisor is required.*

Emergency Management and Protection

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours

This certificate prepares students for positions in public agencies and private corporations as emergency planners, risk analysis officers, fire and safety inspectors and in insurance and regulatory agencies as investigators and loss prevention officers.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or TTC's placement test.

Recommended Sequence of Courses
First Semester – Fall

CRJ 101	Introduction to Criminal Justice	3
CPT 101	Introduction to Computers	3
CRJ 224	Police Community Relations	3
		Total 9

Second Semester – Spring

CRJ 232	White Collar Crimes	3
CRJ 233	Cyber Crimes	3
or		
CRJ 250	Internship	3
CRJ 212	Protection Management	3
CRJ 239	Homeland Security and Terrorism	3
		Total 12

Summer Semester Courses

CRJ 218	Crisis Intervention	3
CRJ 140	CRJ Report Writing	3
CRJ 102	Introduction to Private Security	3
		Total 9

Paralegal

Certificate in Applied Science
Credit Requirements: 36 Semester Credit Hours

The Paralegal certificate program prepares students to work under the direct supervision of an attorney to prepare legal documents, recommend solutions for procedural problems, and create and implement detailed office procedures for the efficient handling of specialized fields of law.

To be admitted to the Paralegal certificate program, a student must have completed 33 semester hours or 49.5 quarter hours of college credit at a C or better from an approved, accredited postsecondary institution. Of these hours, three hours must be CPT 101 or a comparable computer course, and 18 hours must be general education courses spread across three disciplines, with six of those 18 hours being comprised of ENG 101 and SPC 205 or SPC 209. See advisor for further details. This program has received approval from the American Bar Association.

Note: Please see course descriptions. Most LEG courses require completion of prerequisites, corequisites or advisor's approval. Many LEG courses are offered only once each year, so following the recommended course sequence is very important. Seating is limited, so early registration is recommended. See your faculty advisor prior to registration.

For course sequences for Spring Semester and Summer Term starts, students should see their advisors.

Recommended Sequence of Courses

First Semester – Fall

LEG 135	Introduction to Law and Ethics	3
LEG 201	Civil Litigation I	3
LEG 214	Property Law	3
		Total 9

Second Semester – Spring

LEG 120	Torts	3
LEG 132	Legal Bibliography	3
LEG 230	Legal Writing	3
*LEG 234	Title Examination Procedures I	3
		Total 9-12

Third Semester – Summer

BUS 121	Business Law I	3
LEG 213	Family Law	3
LEG 240	Claims Investigation	3
		Total 9

Fourth Semester – Fall

CRJ 231	Criminal Law I	3
LEG 233	Wills, Trusts and Probate	3
LEG 242	Law Practice Workshop	3
		Total 6-9

**Students may elect to take either CRJ 115 Criminal Law or LEG 234 Title Examination Procedures. However, LEG 234 Title Examination Procedures is offered only in the Spring Semester. Students are not required to take both LEG 234 and CRJ 115 and should discuss this choice with their advisors.*

Note: Students transferring credits into the Paralegal programs may only transfer five courses for LEG prefix course credit.

The Learning Center

Overview

The Learning Center (920/211) provides instruction in developmental studies English, reading, math and critical reading (RDG 100) and offers academic support and tutoring through Learning Assistance. It also offers IDS 101-Human Thought and Learning, COL 107-Computer Literacy Skills for College Success and courses in English as a Second Language. All of these components provide services that enable students to be successful in college courses and to meet their academic goals.

General Information

The purpose of developmental studies courses is to assist students in acquiring the skills and knowledge necessary for their success in curriculum courses. Many students who wish to continue their education beyond the high school level lack essential competencies in reading, writing and mathematics. Courses in developmental studies are designed to remove any deficiencies and help prepare students for programs of study leading to certificates, diplomas and degrees that will afford them opportunities for successful careers and lifelong learning.

Scores on entrance placement test(s) determine whether a student needs to enroll in one or more developmental studies courses before taking college credit courses. Your advisor or a college counselor can provide you with specific information about your scores and registration for courses. Please see the Course Description section of this catalog for details about the courses.

Students enrolled in ENG, MAT and RDG developmental studies courses and RDG 100 will find that learning takes place in a technology-enhanced environment. Each student will have an Individualized Study Plan (ISP) or set of assignments based on the results of diagnostic testing or assessment. The ISP includes computer tutorials, guided instruction, self-paced lessons using a variety of media (including Internet resources), and small group and learning lab activities. Instructors will work with you to help you pace your individualized assignments so that you can complete your ISP as quickly as you can master the course objectives. Faculty in The Learning Center will provide assistance and opportunities to help students develop the computer literacy skills needed in most of the developmental studies courses.

Students in developmental studies courses will also use college-provided e-mail accounts to access course information, communicate with instructors, and find out information about financial aid and other college services. Grades are posted on the college's website rather than mailed, so knowing how to use your college e-mail account and TTC Express is very important.

Some developmental courses are also offered in online format. Before you enroll in a distance-learning option, you should discuss your situation with your advisor. Not everyone has the discipline to be successful in a distance-education environment. Moreover, to enroll in an online course, students need appropriate computer hardware, access to the Internet, a good knowledge of how to use features of interactive desktops and a definite plan of when they will complete assignments. Students in online courses have to submit course work and complete tests by specified deadlines, so it is important to have a plan before you enroll in a course in which you must manage your own learning time.

Some students enrolled in developmental studies RDG 032 and RDG 100 will be assigned two advisors: a Learning Center advisor and an advisor in their chosen program of study. The academic deans have determined which programs require two advisors for students in RDG 032 and RDG 100. Those students with two advisors must meet with the developmental studies advisor until they totally exit from the reading course (RDG 032 and/or RDG 100). Students who have completed new student orientation will be able to view their advisors' names on the Student Profile screen in TTC Express. It is your responsibility to visit an Orientation Center on any campus and then contact and meet with your advisor to plan your academic program.

Students enrolled in developmental studies courses are also encouraged to enroll in COL 103 College Skills to discover strategies that will facilitate success in all college courses. Another option is to take IDS 101 Human Thought and Learning, a course that includes topics such as information processing, problem solving, memory and cognitive awareness. If students need keyboarding skills or a course to become familiar with using the computer for instruction or accessing tutorials, they should enroll in COL 107 Computer Literacy Skills for College Success. Students who need to develop study skills may choose to enroll in a one-credit hour course, COL 104 Study Skills.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Challenge Courses

Students who believe that their placement test results have misplaced them into a developmental studies course may wish to consider enrolling in a Challenge course. Challenge courses provide 15 hours of instruction during the week prior to the beginning of each academic semester. Students who pass a Challenge course may enroll in the next level course. When you register for a Challenge course, you are challenging the zero-prefix ENG, RDG, or MAT course only. Enrollment is limited to students whose placement scores fall within the Challenge range. You may not enroll in a Challenge course once you have enrolled in a zero-prefix developmental studies ENG, RDG or MAT course.

A student may enroll in a Challenge course if the placement test scores fall within a given range as shown in the table:

Challenge Ranges on the College Placement Test

Challenge Course		Challenge Ranges* For Placement Test Scores: To Qualify for the Challenge Course		Developmental Studies Course Being Challenged
	COMPASS	Placement Test ASSET	CPT	
ENG 013	13-40 Writing	32-38 Writing	53-72 Sentence Structure	ENG 032 Dev. English
MAT 013	17-38 Pre-Algebra	32-38 Numerical Skills	35-60 Arithmetic	MAT 032 Dev. Math
RDG 013	44-60 Reading	31-35 Reading	49-67 Reading	RDG 032 Dev. Reading

**Range scores are subject to change. Please see your advisor.*

Students interested in taking a Challenge course should make an appointment with their advisor to review placement test scores and to obtain advisor approval. For more information, call The Learning Center at 843.574.6378.

English as a Second Language (ESL)

The college offers English as a Second Language courses to non-native English speaking students who need assistance with speaking, listening, reading and writing in the English language to be successful in college credit courses. Students interested in ESL classes should call 843.574.6378 for more information.

Courses in ESL provide classes and laboratories that focus on specific needs of non-native speakers of English. These needs include grammar, pronunciation, writing, vocabulary, reading skills and communication. Please see the Course Description section in this catalog for details about the ESL courses.

Learning Assistance

Learning Assistance at TTC is provided in The Learning Center (920/211). Learning Assistance helps students succeed in their course work. The center provides one-to-one tutoring, videos, computer tutorials, reference materials, worksheets, informational handouts, and small group workshops to supplement learning needs in English, mathematics, physical and biological sciences, and other subjects. Tutors in The Writing Center and in The Math and Science Center are available to help students practice and master the skills learned in the classroom. Learning Assistance can also assist with calculator and computer use, including orientation to TTC Express and college e-mail accounts. Students have access to computers for writing papers and using the Internet. Appointments for individual tutoring may be scheduled through the reception desk. Students should also check for schedules of small group workshop sessions offered each semester.

Whether a student needs help with developmental English or with writing a research paper, with basic arithmetic or with calculus, with English as a Second Language or problem solving on a graphing calculator, Learning Assistance has resources available. Students should contact The Learning Center on Main Campus at 843-574-6409, on Palmer Campus at 843-722-5516 or on Berkeley Campus at 843-899-8079 for additional information or to schedule an appointment for assistance. Tutoring and resources in Learning Assistance are provided free of charge to TTC students.

Nursing

Overview

TTC's Division of Nursing offers a curriculum with multiple entry and exit points with options for students to earn a certificate, diploma and associate degree. The Nursing curriculum incorporates course requirements for all Nursing programs into three levels. The sequential program levels prepare students for progressive roles of nursing practice: the nursing assistant, the practical nurse and the registered nurse. Students may successfully complete requirements for each program level and exit, or progress, to the next level. Requirements for each program level of the curriculum are progressive and must be met before entering courses in the next program level.

All qualified students may enter the first program level, the Nursing Assistant certificate. Students who successfully complete the course requirements of the first program level (Nursing Assistant) may exit with the Health Science certificate or meet the progression requirements for the next program level and continue in the curriculum. Students who successfully complete the requirements for the second program level (Practical Nursing) may exit with a Health Science diploma or meet the progression requirements for the third program level and continue in the curriculum. Students who successfully complete the required courses of the third program level (Associate Degree Nursing) exit with an Associate in Health Science degree.

Qualified students who are Certified Nursing Assistants may enter the second program level of the curriculum and follow the CNA-to-PN Option. Students successfully completing the CNA-to-PN Option may exit with a Health Science diploma or meet the progression requirements for the third program level and continue in the curriculum. Qualified students who are Licensed Practical Nurses may enter the third program level of the curriculum and follow the LPN-to-ADN Option. The LPN students who successfully complete the third and final program level exit with an Associate in Health Science degree.

The Nursing curriculum combines general education courses and clinical nursing courses and incorporates classroom instruction, laboratory simulation and clinical practice to assure students obtain the most current knowledge and high-level skills available in the nursing profession.

General Information

TTC's Associate Degree and Practical Nursing programs are accredited by the National League for Nursing Accrediting Commission (NLNAC, 3343 Peachtree Rd., NE, Suite 500, Atlanta, GA, 30326, 800.669.1656) and approved by the South Carolina Department of Labor, Licensing and Regulation Board of Nursing (P.O. Box 12367, Columbia, SC 29211, 803.896.4550). The Nursing Assistant program is approved by the Department of Health and Human Services. All clinical Nursing courses are FastForward sessions. Professional courses for the Associate Degree Nursing level are offered in sequence and require two years for completion. Professional courses for the Practical Nursing level are offered in sequence and require three and a half semesters for completion. The course for the Nursing Assistant level requires one half semester for completion.

Prior to beginning clinical experiences in the Nursing programs, students must have current CPR certification, medical professional liability insurance (included in tuition), major medical insurance, a physical examination, and all required immunizations (see information in Open Advising Session) and tests. In these programs students are required to purchase uniforms, laboratory supplies and other course materials. Since students will be assigned to clinical sites off campus, they must have reliable transportation. In order to be in compliance with affiliation agreements between Trident Technical College and clinical facilities, all students entering Nursing programs are required to have a completed drug screen and criminal background check within six months prior to starting the Nursing program. Background checks for students will include, at a minimum, the following:

- Social Security number verification
- Criminal search
- Employment verification to include reason for separation and eligibility for re-employment
- Violent Sexual Offender and Predator Registry search
- HHS/OIG List of Excluded Individuals/ Entities
- GSA List of Parties Excluded from Federal Programs
- U.S. Treasury, Office of Foreign Assets Control, List of Specially Designated Nationals
- Applicable State Exclusion List

Only drug screens and background checks conducted through the agency designated by the College within six months prior to admission to the Nursing programs are acceptable. Students will be assessed processing fees. Results of the drug screens and criminal background check will be made available to the dean, who will forward any adverse findings to the clinical agency.

The clinical agency will review all adverse findings and determine whether or not the findings disqualify the student from clinical practice. Should a student be disqualified from clinical practice in a clinical agency, the student must meet with the dean to review potential options. To be eligible for graduation, the student must be able to complete all clinical rotations.

Conviction of a crime (other than a minor traffic violation) could make the student ineligible to take the licensing exam required by the profession upon graduation. Early notification to the appropriate board is suggested.

Nursing Program Admission Requirement Changes

Admission requirement for the nursing program are subject to change. Students should visit www.tridenttech.edu/nursing.htm at the beginning of each semester for changes in admission requirements.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Admission to the Nursing Programs

Admission to the Nursing programs is on a first-qualified, first-admitted basis. Applicants who complete the admission requirements to enter the College and the nursing program for which they are applying are admitted on a space-available basis.

General College Admission Requirements

1. Meet the College's admission requirements.
2. Students must be accepted to the College in order to apply for the Nursing program.
3. Admission to the College does not guarantee admission to the Nursing program.

General Nursing Program Admission Requirements

All students applying to Nursing programs must be accepted to TTC and meet the following general admission requirements:

1. Attend an Open Advising Session and obtain written faculty verification of attendance OR complete the Open Advising Session online. This should be done first since all program requirements are reviewed in this session. Open Advising Session schedules are available at www.tridenttech.edu/nursing.htm or by calling 843.574.6370.
2. Maintain a minimum cumulative GPA of 2.0 for courses taken at TTC and NOT be on academic or disciplinary suspension at the time of admission and date of entry into the program.
3. Show evidence of a criminal background check and drug screen completed within six months prior to starting the nursing program. Only criminal background checks and drug screens that are conducted through the agency designated by the College will be accepted. Instructions for obtaining criminal background checks and drug screens will be given to students the semester before the date of entry to the nursing program. Students will be assessed a processing fee.
4. Submit official transcripts from all post-secondary institutions previously attended. Students who have had a cumulative GPA of less than 2.0 for courses taken during the last five years must complete 10 semester hours with a minimum grade of C or better in each course, and a minimum cumulative GPA of 2.0. At least one of these courses must be a required laboratory science. Laboratory sciences must be taken within five years of the entry date to the program.
5. Submit a Nursing Application, Open Advising Session Verification form, and Statement of Completion once all requirements are met either in person or by certified mail to the address below.
6. Submit the form accepting your seat in the Nursing program.

Trident Technical College
Admissions Office
Nursing Admissions Coordinator
7000 Rivers Avenue (P.O. Box 118067)
Charleston, SC 29423-8067

In addition, students must meet the specific admission requirements listed under the Nursing program for which they are applying: ADN (Fall Semester start), ADN (Spring Semester start), LPN to ADN (Fall Semester start), ADN Accelerated Option (Summer Semester start), CNA to ADN (Fall Semester start), CNA to ADN (Spring Semester start), PN (Fall Semester start), PN (Spring Semester start), CNA to LPN (Fall Semester start), CNA to LPN (Spring Semester start) and NA.

Important Note: Students initially admitted to the Nursing Assistant program who wish to progress to the PN or ADN programs MUST provide proof of current certification as a nursing assistant prior to progressing to the PN or ADN programs. Students initially admitted to the Practical Nursing program who wish to progress to the ADN program MUST provide proof of current South Carolina licensure as a practical nurse prior to progressing to the ADN program.

Acceptance: Students who meet College and program admission requirements are considered qualified and are accepted on a first-qualified, first-admitted basis to the next available space. Qualified students are sent an acceptance letter indicating the year and semester for which they have been accepted.

Reminder: Prerequisites for clinical courses may change based on clinical affiliation agreement requirements. Students are responsible for meeting all prerequisites to clinical courses throughout the program.

Falsification of any information submitted will make a student ineligible for admission to or continuation in the Nursing program.

Nursing Merit Placement

Merit Placement is an opportunity for students already admitted to the generic Associate Degree Nursing (ADN) nursing program to be considered for an earlier start date. Students who request consideration for Merit Placement will be awarded points based on the published criteria and ranked according to the total number of earned points. Students with the highest number of earned points will be selected to move their start date forward as space becomes available. To see the criteria for Merit Placement, go to the nursing web page at www.tridenttech.edu/nursing.htm under admission requirements.

Students who qualify for consideration for Merit Placement can download the Merit Placement Application. The application is located on the nursing web page at www.tridenttech.edu/nursing.htm under admission requirements. Students must keep a copy of the completed application and submit the original completed application, along with the required documentation, in person or by certified mail to:

Trident Technical College
Admissions Office (Building 410)
Nursing Admissions Coordinator
7000 Rivers Avenue (P.O. Box 118067)
Charleston, SC 29423-8067

The Merit Placement Application and all required documentation must be submitted according to the most current schedule, which can be found on the nursing web page at www.tridenttech.edu/nursing.htm under admission requirements.

Applications for Merit Placement will only be accepted during the specific dates and times for the current schedule. Required documentation must accompany all applications. Applications and/or required documentation received before or after these dates and times will not be considered.

The Nursing Admissions Coordinator will notify students via their CampusCruiser accounts within three weeks of the posted deadline as to whether or not they are selected to move their start date. Students not selected to move their start date forward will retain their original start date. Students selected for Merit Placement must begin preparing for admission to the nursing program.

To be considered for Merit Placement, students must be able to complete the required immunizations before beginning the nursing program. The required immunizations are outlined in the students' original acceptance letters and include: Hepatitis B, rubella, rubeola, varicella, and tetanus.

Additionally, students selected for Merit Placement must attend both of the mandatory meetings scheduled for the class they are entering. Dates and times will be announced.

Students who have questions or need additional information can use their CampusCruiser accounts to e-mail their advisors. Advisor names and contact information are listed under My Profile in TTC Express.

Transfer to Specific Programs

Students seeking admission to a Nursing program at TTC who have been enrolled in (and not completed) another Nursing program must complete the following requirements to be considered for admission:

1. Meet the College's admission requirements.
2. Meet the Nursing program's admission requirements.
3. Submit a letter from the dean or director of the former Nursing program that addresses the student's
   a. theoretical standing
   b. clinical standing
   c. eligibility for readmission to that program

   NOTE: Only students who have no more than one unsuccessful attempt (W, D, F or U) in a clinical nursing course are considered for admission.
4. Meet the College's requirements for 25 percent of the curriculum credit hours to be taken at TTC.
5. Meet all prerequisite and corequisite courses applicable to the semester for which the student is seeking entry. Laboratory sciences must be taken within five years of the date of entry into the program.
6. Once the student is eligible for admission, he/she may request consideration for transfer credit for Nursing courses taken within the last two years by submitting a written request to the department head.

Course Sequence and Progression

A student must achieve a minimum grade of C or better in all prerequisite and corequisite courses.

Repeat Policy and Termination

Nursing Assistant students may have no more than one unsuccessful attempt in Basic Nursing Skills (NUR 102). Practical Nursing and Associate Degree Nursing students may have no more than two unsuccessful attempts in clinical nursing courses. LPN-ADN students may have no more than one unsuccessful attempt in clinical nursing courses. Students enrolled in the following non-clinical courses may have no more than three unsuccessful attempts: Health Calculations (AHS 126), Health Calculations II (AHS 129), Transitional Nursing (NUR 201) and Pharmacology for Nurses (NUR 105). An unsuccessful attempt is defined as receiving a W, D, F, or U.

Readmission

Students enrolled in any Nursing program who do not progress in the curriculum sequence for any reason (academic or personal) must seek readmission in order to progress to another clinical course. Readmission is not automatic. Criteria for readmission are outlined in the *Student Nurses Handbook*.

Graduation Requirements

All general education requirements must be completed prior to or during the final semester to ensure eligibility to take the National Council Licensure Examination (NCLEX) upon graduation. Prior to graduation, students are required to demonstrate attainment of stated program competencies.

Programs of Study

Associate Degree Programs
Nursing (ADN)
Nursing (ADN) Accelerated Option
Nursing (ADN) – CNA to ADN Option
Nursing (ADN) – LPN to ADN Option

Diploma Programs
Practical Nursing
Practical Nursing – CNA to PN Option

Certificate Programs
Nursing Assistant
Pre-Nursing

Nursing (ADN)

Associate in Applied Science
Credit Requirements: 68 Semester Credit Hours
Students entering Fall Semester

The Associate Degree Nursing program requires a minimum of two years to complete. A graduate of the ADN program is eligible to apply to take the National Council Licensure Examination-RN (NCLEX-RN). Upon satisfactory completion of the examination, graduates are titled Registered Nurses (RN).

The ADN program has four options for student completion: the Generic Option, the Accelerated Option, the LPN-to-ADN Option and the CNA-to-ADN Option.

Admission Requirements

In addition to meeting the Program Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

Specific Admission Requirements

1. Meet *one* of the following three admission options.
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75.

   OR

   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam-RN (PAX-RN). Scores are valid for 2 years from date of testing. Students may re-test every 6 months.

   OR

   c. Complete the Pre-Nursing Certificate with a minimum GPA for the Certificate of 2.75. No more than 4 of the 8 courses required for the Pre-Nursing Certificate may be repeated to meet this admission option.

Recommended Sequence of Courses

First Semester – Fall

BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
NUR 102	Basic Nursing Care Skills	4
NUR 104	Nursing Care Management I	4
NUR 105	Pharmacology for Nurses	1
PSY 201	General Psychology	3
		Total 19

Second Semester – Spring

BIO 211	Anatomy and Physiology II	4
NUR 158	Health Promotion for Families I	4
NUR 159	Nursing Care Management II	6
PSY 203	Human Growth and Development	3
		Total 17

Third Semester – Summer

CPT 101	Introduction to Computers	3
+NUR 206	Clinical Skills Application	2
		Total 5

Fourth Semester – Fall

BIO 225	Microbiology	4
NUR 207	Mental Health Promotion	4
or		
NUR 208	Health Promotion for Families II	4
NUR 209	Nursing Care Management III	5
		Total 13

Fifth Semester – Spring

MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
NUR 207	Mental Health Promotion	4
or		
NUR 208	Health Promotion for Families II	4
NUR 219	Nursing Management and Leadership	4
*THE 101	Introduction to Theater	3
		Total 14

+Requirement may be met through co-op enrollment (CWE 112) or NUR 246.
**This course requirement can be met by taking both a Humanities elective and either Public Speaking (SPC 205) or Interpersonal Communication (SPC 209).*

Nursing (ADN)

Associate in Applied Science
Credit Requirements: 68 Semester Credit Hours
Students entering Spring Semester

The Associate Degree Nursing program requires a minimum of two years to complete. A graduate of the ADN program is eligible to apply to take the National Council Licensure Examination-RN (NCLEX-RN). Upon satisfactory completion of the examination, graduates are titled Registered Nurses (RN).

The ADN program has four options for student completion: the Generic Option, the Accelerated Option, the LPN-to-ADN Option and the CNA-to-ADN Option.

Admission Requirements

In addition to meeting the Program Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

Specific Admission Requirements

1. Meet *one* of the following three admission options.
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75.

   OR

   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam-RN (PAX-RN). Scores are valid for 2 years from date of testing. Students may re-test every 6 months.

   OR

   c. Complete the Pre-Nursing Certificate with a minimum GPA for the Certificate of 2.75. No more than 4 of the 8 courses required for the Pre-Nursing Certificate may be repeated to meet this admission option.

Recommended Sequence of Courses

First Semester – Spring

BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
NUR 102	Basic Nursing Care Skills	4
NUR 104	Nursing Care Management I	4
NUR 105	Pharmacology for Nurses	1
PSY 201	General Psychology	3
		Total 19

Second Semester – Summer

BIO 211	Anatomy and Physiology II	4
+NUR 206	Clinical Skills Application	2
PSY 203	Human Growth and Development	3
		Total 9

Third Semester – Fall

CPT 101	Introduction to Computers	3
NUR 158	Health Promotion for Families I	4
NUR 159	Nursing Care Management II	6
		Total 13

Fourth Semester – Spring

BIO 225	Microbiology	4
NUR 207	Mental Health Promotion	4
or		
NUR 208	Health Promotion for Families II	4
NUR 209	Nursing Care Management III	5
		Total 13

Fifth Semester – Fall

MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
NUR 207	Mental Health Promotion	4
or		
NUR 208	Health Promotion for Families II	4
NUR 219	Nursing Management and Leadership	4
*THE 101	Introduction to Theater	3
		Total 14

+Requirement may be met through co-op enrollment (CWE 112) or international clinical experience (NUR 246).

**This course requirement can be met by taking both a Humanities elective and either Public Speaking (SPC 205) or Interpersonal Communication (SPC 209). See Humanities Electives.*

Nursing (ADN)

Associate in Applied Science
Accelerated Option
Credit Requirements: 68 Semester Credit Hours
Students entering Summer Term

The Associate Degree Nursing program requires a minimum of two years to complete. A graduate of the ADN program is eligible to apply to take the National Council Licensure Examination-RN (NCLEX-RN). Upon satisfactory completion of the examination, graduates are titled Registered Nurses (RN).

The ADN program has four options for student completion: the Generic Option, the Accelerated Option, the LPN-to-ADN Option and the CNA-to-ADN Option.

In the Accelerated Option clinical nursing courses can be completed in fifteen months after the non-nursing courses have been completed in the first two semesters. Students in this option must have no work obligations while enrolled in clinical nursing courses.

Note: The first Fall and Spring semesters include non-nursing courses only. For this option these courses are prerequisites for Basic Nursing Care Skills (NUR 102) and must be completed prior to submitting an application.

For the Accelerated Option, lab science courses must be within five years of date of admissions as well as date of entry and cannot be taken while student is enrolled in the program.

Note: Students who have been required to take developmental studies or bridge courses are not eligible for this option.

Admission Requirements

In addition to meeting the Program Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

1. Meet *one* of the following two admission options:
   a. Hold a baccalaureate or higher degree with a minimum GPA of 3.5 from a regionally accredited school.

   OR

   b. Achieve a composite score equivalent to the 80th percentile on the National League for Nursing Pre-Admission Exam (PAX-RN). Scores are valid for 2 years from date of testing. Students may re-test every 6 months.

AND

2. Complete all of the required non-nursing courses on the first attempt with a grade of C or better in each course and a minimum cumulative GPA of 3.25 and a GPA of 3.0 in the three required lab sciences.

BIO 210	Anatomy & Physiology I (lab science)
BIO 211	Anatomy & Physiology II (lab science)
BIO 225	Microbiology (lab science)
CPT 101	Introduction to Computers
ENG 101	English composition I
MAT 120	Probability & Statistics or
MAT 110	College Algebra
PSY 201	General Psychology
PSY 203	Human Growth & Development
THE 101	Introduction to Theater

Readmission to a Program Level (Accelerated)

Students who receive a grade of W, D, U or F in a clinical nursing course must seek readmission to the program in order to repeat the course or progress to another clinical course. Readmission to the program is not automatic. Note: Students in the accelerated option who receive a grade of W, D, U or F must seek readmission into the generic option. Criteria for readmission are stated in the *Student Nurses Handbook*.

Recommended Sequence of Courses

First Term – Summer

*NUR 102	Basic Nursing Care Skills	4
*NUR 105	Pharmacology for Nurses#	1
*NUR 104	Nursing Care Management I	4
		Total 9

Second Semester – Fall

**NUR 159	Nursing Care Management II	6
**NUR 158	Health Promotion for Families I	4
NUR 206	Clinical Skills Application	2
		Total 12

Third Semester – Spring

*NUR 209	Nursing Care Management III	5
*NUR 208	Health Promotion for Families II	4
*NUR 207	Mental Health Promotion	4
		Total 13

Fourth Term – Summer

NUR 219	Nursing Management and Leadership	4
		Total 4

**Courses taught in four and half weeks. Weekly contact hours will triple for class and lab.*
***Courses taught in seven weeks. Weekly contact hours will double for class and lab.*

Nursing (ADN)

Associate in Applied Science
CNA to ADN Option Career Path
Credit Requirements: 68 Semester Credit Hours
Students entering Fall Semester

Applicants who are Certified Nursing Assistants from another program or who have been out of TTC's Nursing Assistant certificate program two or more years are eligible to be considered for admission to the CNA-ADN option.

Applicants who have graduated from TTC's NA program less than two years before application must meet Associate Degree Nursing Admission Requirements.

Admission Requirements

In addition to meeting the Program Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

Specific Admission Requirements

1. Meet *one* of the following three admission options.
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75.

   OR

   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam (PAX-RN). Scores are valid for 2 years from date of testing. Students may re-test every 6 months.

   OR

   c. Complete the Pre-Nursing Certificate with a minimum GPA for the Certificate of 2.75. No more than 4 of the 8 courses required for the Pre-Nursing Certificate may be repeated to meet this admission option.

AND

2. Provide proof of current South Carolina certification as a nursing assistant. Submit with application.
3. CNAs from another nursing program or who have been out of TTC's Nursing Assistant Program for two or more years must provide proof (letter from employer) of a minimum of 960 hours (equivalent to six months full time) employment in a hospital or nursing home providing direct patient care to adult medical/surgical patients as a CNA within three years prior to admission to the program. Submit letter from the employer with application. Employment through an agency does not meet this requirement. Work experiences must include demonstrated competencies required by the program.

Recommended Sequence of Courses

First Semester – Fall

BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
*NUR 104	Nursing Care Management I	4
NUR 105	Pharmacology for Nurses	1
PSY 201	General Psychology	3
		Total 15

Second Semester – Spring

BIO 211	Anatomy and Physiology II	4
NUR 158	Health Promotion for Families I	4
NUR 159	Nursing Care Management II	6
PSY 203	Human Growth and Development	3
		Total 17

Third Semester – Summer

CPT 101	Introduction to Computers	3
+NUR 206	Clinical Skills Application	2
		Total 5

Fourth Semester – Fall

BIO 225	Microbiology	4
NUR 207	Mental Health Promotion	4
or		
NUR 208	Health Promotion for Families II	4
NUR 209	Nursing Care Management III	5
		Total 13

Fifth Semester – Spring

MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
NUR 207	Mental Health Promotion	4
or		
NUR 208	Health Promotion for Families II	4
NUR 219	Nursing Management and Leadership	4
**THE 101	Introduction to Theater	3
		Total 14

+Requirement may be met through co-op enrollment (CWE 112) or international clinical experience (NUR 246).
**Automatic credit for NUR 102 will be awarded after successful completion of the first clinical nursing course.*
***This course requirement can be met by taking both a Humanities Elective and either SPC 205 Public Speaking or SPC 209 Interpersonal Communication. See Humanities Electives.*

Nursing (ADN)

Associate in Applied Science
CNA to ADN Option Career Path
Credit Requirements: 68 Semester Credit Hours
Students entering Spring Semester

Applicants who are Certified Nursing Assistants from another program or who have been out of TTC's Nursing Assistant certificate program two or more years are eligible to be considered for admission to the CNA-ADN option.

Applicants who have graduated from TTC's NA program less than two years before application must meet Associate Degree Nursing admission requirements.

Admission Requirements

In addition to meeting the Program Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

Specific Admission Requirements

1. Meet *one* of the following three admission options.
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75.

   OR

   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam (PAX-RN). Scores are valid for 2 years from date of testing. Students may re-test every 6 months.

   OR

   c. Complete the Pre-Nursing Certificate with a minimum GPA for the Certificate of 2.75. No more than 4 of the 8 courses required for the Pre-Nursing Certificate may be repeated to meet this admission option.

AND

2. Provide proof of current South Carolina certification as a nursing assistant. Submit with application.
3. CNAs from another nursing program or who have been out of TTC's Nursing Assistant Program for two or more years must provide proof (letter from employer) of a minimum of 960 hours (equivalent to six months full time) employment in a hospital or nursing home providing direct patient care to adult medical/surgical patients as a CNA within three years prior to admission to the program. Submit letter from the employer with application. Employment through an agency does not meet this requirement. Work experiences must include demonstrated competencies required by the program.

Recommended Sequence of Courses

First Semester – Spring

BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
*NUR 104	Nursing Care Management I	4
NUR 105	Pharmacology for Nurses	1
PSY 201	General Psychology	3
		Total 15

Second Semester – Summer

BIO 211	Anatomy and Physiology II	4
+NUR 206	Clinical Skills Application	2
PSY 203	Human Growth and Development	3
		Total 9

Third Semester – Fall

CPT 101	Introduction to Computers	3
NUR 158	Health Promotion for Families I	4
NUR 159	Nursing Care Management II	6
		Total 13

Fourth Semester – Spring

BIO 225	Microbiology	4
NUR 207	Mental Health Promotion	4
or		
NUR 208	Health Promotion for Families II	4
NUR 209	Nursing Care Management III	5
		Total 13

Fifth Semester – Fall

MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
NUR 207	Mental Health Promotion	4
or		
NUR 208	Health Promotion for Families II	4
NUR 219	Nursing Management and Leadership	4
**THE 101	Introduction to Theater	3
		Total 14

+Requirement may be met through co-op enrollment (CWE 112) or international clinical experience (NUR 246).

**Automatic credit for NUR 102 will be awarded after successful completion of the first clinical Nursing course.*

***This course requirement can be met by taking both a Humanities Elective and either SPC 205 Public Speaking or SPC 209 Interpersonal Communication. See Humanities Electives.*

Nursing (ADN)

Associate in Applied Science
LPN to ADN Option Career Path
Credit Requirements: 71 Semester Credit Hours
Students entering Fall Semester

Applicants who are Licensed Practical Nurses from another program or who have been out of TTC's PN program two or more years are eligible to be considered for admission to the LPN-to-ADN Option. Students in this option will be required to complete a transition course with a grade of C

or better before entering the third program level Nursing courses.

Note: Fall Semester includes non-nursing courses only. These courses are prerequisites for Transition Nursing (NUR 201) and must be completed prior to enrolling in NUR 201.

If you have completed these non-nursing courses, you may enroll in NUR 201 and follow the sequence of courses for LPN-ADN students entering Spring, beginning with the third semester.

Applicants who have graduated from TTC's PN program less than two years before application must meet Associate Degree Nursing Admission Requirements. These students are not required to take the transition course.

Admission Requirements

In addition to meeting the Program Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

Specific Admission Requirements

1. Meet *one* of the following three admission options.
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75.

   OR

   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam (PAX-RN). Scores are valid for 2 years from date of testing. Students may retest every 6 months.

   OR

   c. Complete the Pre-Nursing Certificate with a minimum GPA for the Certificate of 2.75. No more than 4 of the 8 courses required for the Pre-Nursing Certificate may be repeated to meet this admission option.

AND

2. Achieve the required minimum score on the PN Comprehensive Predictor (equivalent to 97 percent predicted probability of passing the NCLEX-PN on the first attempt). Applicants will have two attempts to achieve this score and must wait 60 days between attempts. To make arrangements for testing, use your CampusCruiser account to contact your nursing advisor. Advisor names and contact information are listed under "My Profile" in TTC Express. If you do not have a nursing advisor, please contact the Orientation Center at 843.574.6436.
3. Provide proof of graduation from a practical nursing program by submitting official transcripts.
4. Provide proof of current S.C. licensure as a practical nurse. Submit with application.
5. LPNs from another program or who have been out of TTC's PN program for two years or more must provide proof (letter from employer) of a minimum of 960 hours (equivalent to six months full-time) employment as a LPN providing direct patient care to adult medical/surgical patients in a hospital or nursing home within three years prior to admission to the program. Submit letter from the employer with application. Employment through an agency does not meet this requirement. Work experience must include demonstrated competencies required by the program.

Recommended Sequence of Courses

First Semester – Fall

BIO 210	Anatomy and Physiology I	4
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
PSY 201	General Psychology	3
		Total 13

Second Semester – Spring

BIO 211	Anatomy and Physiology II	4
NUR 201	Transition Nursing	3
PSY 203	Human Growth and Development	3
		Total 10

Third Semester – Fall

BIO 225	Microbiology	4
NUR 207	Mental Health Promotion	4
*NUR 208	Health Promotion for Families II	4
		Total 12

Fourth Semester – Spring

MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
NUR 219	Nursing Management and Leadership	4
**THE 101	Introduction to Theater	3
		Total 10

**Automatic credit for courses in the Practical Nursing program will be awarded after successful completion of the first clinical Nursing course.*

***This course requirement can be met by taking both a Humanities elective and either Public Speaking (SPC 205) or Interpersonal Communication (SPC 209). See Humanities Electives.*

Practical Nursing

Diploma in Applied Science
Credit Requirements: 46 Semester Credit Hours
Students entering Fall Semester

The Practical Nursing program is a three-and-a-half semester program of study that prepares students to provide patient care under the supervision of professional registered nurses, physicians or dentists. A graduate of the Practical Nursing program is eligible to apply to take the National Council Licensure Examination-PN (NCLEX-PN). Upon satisfactory completion of the examination, graduates are titled Licensed Practical Nurses (LPN).

The PN program combines general education with clinical nursing courses and incorporates classroom instruction, laboratory simulation and clinical practice into two options for student completion: the Generic Option and the CNA-to-PN Option. Students who complete the Practical Nursing program may qualify for progression and continue the Nursing curriculum to complete the Associate Degree Nursing program. Requirements for these options are described on the following pages.

Admission Requirements

In addition to meeting the Program Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements. Admission to this program does not require proof of high school graduation. Students progressing to the ADN program will be required to submit proof of high school graduation.

Specific Admission Requirements

1. Meet *one* of the following three admission options.
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75.

   OR

   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam-PN (PAX-PN). Scores are valid for 2 years from date of testing. Students may re-test every 6 months.

   OR

   c. Complete the Pre-Nursing Certificate with a minimum GPA for the Certificate of 2.75. No more than 4 of the 8 courses required for the Pre-Nursing Certificate may be repeated to meet this admission option.

Important Note:

Students initially admitted to the Practical Nursing program who wish to progress to the ADN program MUST provide proof of current S.C. licensure as a Practical Nurse prior to progressing to the ADN program.

Recommended Sequence of Courses

First Semester – Fall

BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
NUR 102	Basic Nursing Care Skills	4
NUR 104	Nursing Care Management I	4
NUR 105	Pharmacology for Nurses	1
PSY 201	General Psychology	3
		Total 19

Second Semester – Spring

BIO 211	Anatomy and Physiology II	4
NUR 158	Health Promotion for Families I	4
NUR 159	Nursing Care Management II	6
PSY 203	Human Growth and Development	3
		Total 17

Third Semester – Summer

CPT 101	Introduction to Computers	3
+NUR 206	Clinical Skills Application	2
		Total 5

Fourth Semester – Fall

NUR 209	Nursing Care Management III	5
		Total 5

+Requirement may be met through co-op enrollment (CWE 112) or international clinical experience (NUR 246).

Practical Nursing

Diploma in Applied Science
Credit Requirements: 46 Semester Credit Hours
Students entering Spring Semester

The Practical Nursing program is a three-and-a-half semester program of study that prepares students to provide patient care under the supervision of professional registered nurses, physicians or dentists. A graduate of the Practical Nursing program is eligible to apply to take the National Council Licensure Examination-PN (NCLEX-PN). Upon satisfactory completion of the examination, graduates are titled Licensed Practical Nurses (LPN).

The PN program combines general education with clinical nursing courses and incorporates classroom instruction, laboratory simulation and clinical practice into two options for student completion: the Generic Option and the CNA-to-PN Option. Students who complete the Practical Nursing program may qualify for progression and continue the Nursing curriculum to complete the Associate Degree Nursing program. Requirements for these options are described on the following pages.

Admission Requirements

In addition to meeting the Program Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements. Admission to this program does not require proof of high school graduation. Students progressing to the ADN program will be required to submit proof of high school graduation.

Specific Admission Requirements

1. Meet *one* of the following three admission options.
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75.

   OR

   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam-PN (PAX-PN). Scores are valid for 2 years from date of testing. Students may re-test every 6 months.

   OR

   c. Complete the Pre-Nursing Certificate with a minimum GPA for the Certificate of 2.75. No more than 4 of the 8 courses required for the Pre-Nursing Certificate may be repeated to meet this admission option.

Important Note:

Students initially admitted to the Practical Nursing program who wish to progress to the ADN program MUST provide proof of current S.C. licensure as a practical nurse prior to progressing to the ADN program.

Recommended Sequence of Courses

First Semester – Spring

BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
NUR 102	Basic Nursing Care Skills	4
NUR 104	Nursing Care Management I	4
NUR 105	Pharmacology for Nurses	1
PSY 201	General Psychology	3
		Total 19

Second Semester – Summer

BIO 211	Anatomy and Physiology II	4
+NUR 206	Clinical Skills Application	2
PSY 203	Human Growth and Development	3
		Total 9

Third Semester – Fall

CPT 101	Introduction to Computers	3
NUR 158	Health Promotion for Families I	4
NUR 159	Nursing Care Management II	6
		Total 13

Fourth Semester – Spring

NUR 209	Nursing Care Management III	5
		Total 5

+Requirement may be met through co-op enrollment (CWE 112) or international clinical experience (NUR 246).

Practical Nursing

Diploma in Applied Science
CNA to PN Option Career Path
Credit Requirements: 46 Semester Credit Hours
Students entering Fall Semester

Applicants who are Certified Nursing Assistants from another program or who have been out of TTC's Nursing Assistant certificate program two or more years are eligible to be considered for admission to the CNA-to-PN Option.

Applicants who have graduated from TTC's NA program less than two years before application must meet Practical Nursing Admission Requirements.

Admission Requirements

In addition to meeting the Program Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements. Admission to this program does not require proof of high school graduation. Students progressing to the ADN program will be required to submit proof of high school graduation.

Specific Admission Requirements

1. Meet *one* of the following three admission options.
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2 75.

   OR

   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam-PN (PAX-PN). Scores are valid for 2 years from date of testing. Students may re-test every 6 months.

   OR

   c. Complete the Pre-Nursing Certificate with a minimum GPA for the Certificate of 2.75. No more than 4 of the 8 courses required for the Pre-Nursing Certificate may be repeated to meet this admission option.

AND

4. Provide proof of current South Carolina certification as a nursing assistant. Submit with application.
5. CNAs from another nursing program or who have been out of TTC's Nursing Assistant Program for two or more years must provide proof (letter from employer) of a minimum of 960 hours (equivalent to six months full time) employment in a hospital or nursing home providing direct patient care to adult medical/surgical patients as a CNA within three years prior to admission to the program. Submit letter from the employer with application. Employment through an agency does not meet this requirement. Work experiences must include demonstrated competencies required by the program.

Important Note:

Students initially admitted to the Practical Nursing program who wish to progress to the ADN program MUST provide proof of current S.C. licensure as a Practical Nurse prior to progressing to the ADN program.

Recommended Sequence of Courses

First Semester – Fall

BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
*NUR 104	Nursing Care Management I	4
NUR 105	Pharmacology for Nurses	1
PSY 201	General Psychology	3
		Total 15

Second Semester – Spring

BIO 211	Anatomy and Physiology II	4
NUR 158	Health Promotion for Families I	4
NUR 159	Nursing Care Management II	6
PSY 203	Human Growth and Development	3
		Total 17

Third Semester – Summer

CPT 101	Introduction to Computers	3
+NUR 206	Clinical Skills Application	2
		Total 5

Fourth Semester – Fall

NUR 209	Nursing Care Management III	5
		Total 5

+Requirement may be met through co-op enrollment (CWE 112) or international clinical experience (NUR 246).
**Automatic credit for NUR 102 will be awarded after successful completion of the first clinical Nursing course.*

Practical Nursing

Diploma in Applied Science
CNA to PN Option Career Path
Credit Requirements: 46 Semester Credit Hours
Students entering Spring Semester

Applicants who are Certified Nursing Assistants from another program or who have been out of TTC's Nursing Assistant certificate program two or more years are eligible to be considered for admission to the CNA-to-PN Option.

Applicants who have graduated from TTC's NA program less than two years before application must meet Practical Nursing Admission Requirements.

Admission Requirements

In addition to meeting the Program Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

Admission to this program does not require proof of high school graduation. Students progressing to the ADN program will be required to submit proof of high school graduation.

Specific Admission Requirements

1. Meet *one* of the following three admission options.
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2 75.

   OR

   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam-PN (PAX-PN). Scores are valid for 2 years from date of testing. Students may re-test every 6 months.

   OR

   c. Complete the Pre-Nursing Certificate with a minimum GPA for the Certificate of 2.75. No more than 4 of the 8 courses required for the Pre-Nursing Certificate may be repeated to meet this admission option.

AND

4. Provide proof of current South Carolina certification as a nursing assistant. Submit with application.
5. CNAs from another nursing program or who have been out of TTC's Nursing Assistant Program for two or more years must provide proof (letter from employer) of a minimum of 960 hours (equivalent to six months full time) employment in a hospital or nursing home providing direct patient care to adult medical/surgical patients as a CNA within three years prior to admission to the program. Submit letter from the employer with application. Employment through an agency does not meet this requirement. Work experiences must include demonstrated competencies required by the program.

Important Note:

Students initially admitted to the Practical Nursing program who wish to progress to the ADN program MUST provide proof of current S.C. licensure as a Practical Nurse prior to progressing to the ADN program.

Recommended Sequence of Courses

First Semester – Spring

BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
*NUR 104	Nursing Care Management I	4
NUR 105	Pharmacology for Nurses	1
PSY 201	General Psychology	3
		Total 15

Second Semester – Summer

BIO 211	Anatomy and Physiology II	4
+NUR 206	Clinical Skills Application	2
PSY 203	Human Growth and Development	3
		Total 9

Third Semester – Fall

CPT 101	Introduction to Computers	3
NUR 158	Health Promotion for Families I	4
NUR 159	Nursing Care Management II	6
		Total 13

Fourth Semester – Spring

NUR 209	Nursing Care Management III	5
		Total 5

+Requirement may be met through co-op enrollment (CWE 112) or international clinical experience (NUR 246).
**Automatic credit for NUR 102 will be awarded after successful completion of the first clinical Nursing course.*

Nursing Assistant

Certificate in Applied Science
Credit Requirements: 8 Semester Credit Hours

The Nursing Assistant program is a curriculum program that offers eight hours of college credit. It prepares students to assist in patient care and function as effective members of the nursing team, under the supervision of a Registered Nurse or a Licensed Practical Nurse. Graduates of the Nursing Assistant program are eligible to take the Nurse Aide Certification exam administered by the Department of Health and Human Services (DHHS). Upon satisfactory completion of the exam, graduates are Certified Nursing Assistants. Nursing

Assistants work in hospitals, nursing homes and home health agencies.

The curriculum incorporates classroom instruction, laboratory simulation and clinical practice.

Prior to beginning clinical training, students must have a current CPR certification, medical professional liability insurance (included in tuition), major medical insurance, a physical examination and all required immunizations/testing.

Applicants who are Certified Nursing Assistants from another program or who have been out of TTC's Nursing Assistant certificate program two or more years are eligible to be considered for admission to the CNA-to-PN Option.

Applicants who have graduated from TTC's NA program less than two years before application must meet Practical Nursing Admission Requirements.

Admission Requirements

In addition to meeting the Program Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements. Admission to this program does not require proof of high school graduation. Students progressing to the ADN program will be required to submit proof of high school graduation.

1. Meet *one* of the following two admission options.
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75.

   OR

   b. Achieve the required minimum scores on the COMPASS (READ-86; WRTG-75).
   c. Complete General Psychology (PSY 201) with a minimum grade of B and Cardiopulmonary Resuscitation (AHS 106) with a minimum grade of Satisfactory Complete (SC).

Important Note:

Students initially admitted to the Nursing Assistant program who wish to progress to the PN or ADN programs MUST provide proof of current certification as a Nursing Assistant prior to progressing to the PN or ADN programs.

Recommended Sequence of Courses
Program Requirements

AHS 106	Cardiopulmonary Resuscitation	1
NUR 102	Basic Nursing Care Skills	4
PSY 201	General Psychology	3
		Total 8

Pre-Nursing Certificate

Certificate in Applied Science
Credit Requirements: 26 Semester Credit Hours

The Pre-Nursing Certificate is a curriculum program, which offers 26 hours of college credit. Pending admission to one of the Nursing programs, students may complete the certificate program. While completion of this certificate may not be an admission requirement, it will provide the student with skills and knowledge prior to entering one of the Nursing programs.

The curriculum incorporates classroom and laboratory instruction. Students interested in the Pre-Nursing Certificate program should attend an Open Advising Session or complete the online Open Advising Session by visiting TTC's Web site. For more information, call 843.574.6370.

Recommended Sequence of Courses
First Semester

BIO 210	Anatomy and Physiology I	4
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
PSY 201	General Psychology	3
		Total 13

Second Semester

BIO 211	Anatomy and Physiology II	4
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
PSY 203	Human Growth and Development	3
**THE 101	Introduction to Theater	3
		Total 13

***This course requirement can be met by taking both a Humanities elective and either Public Speaking (SPC 205) or Interpersonal Communication (SPC 209). See Humanities Electives.*

Note: Completion of the Pre-Nursing Certificate alone does not meet the pre-nursing certificate option for admission to the Nursing program. Students using the Pre-Nursing Certificate as their admission option must complete all courses in the Pre-Nursing Certificate with a grade of C or better and minimum cumulative GPA of 2.75. No more than four of the eight required courses required for the Pre-Nursing Certificate may be repeated to meet this admission option.

Science and Mathematics

Overview

TTC's Division of Science and Mathematics provides the first two years of a four-year degree as well as general education and support courses for TTC programs. Students who plan to earn a degree from a four-year college or university can take freshman and sophomore-level transfer courses through the Associate in Science degree program or through one of the specialty 2+2 programs.

For more information, call the Division of Science and Mathematics at 843.574.6015.

General Information

The Associate in Science program is designed to prepare students for four-year (baccalaureate) majors in such fields as:

- Engineering
- Biology
- Mathematics
- Chemistry
- Physics
- Education
- Environmental Science
- Pre-Med
- Pre-Veterinary
- Physician's Assistant
- Veterinary Medicine
- Forensic Science
- Chiropractic
- Radiation Therapy
- Industrial Management
- Medical Technology
- Cytotechnology
- Communication Sciences and Disorders
- Extracorporeal Circulation
- Health Information Administration
- Occupational Therapy
- Pharmacy
- Physical Therapy
- Other Health-Related Fields

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Note:

As with all TTC programs, students should consult with an academic advisor to discuss program requirements. Please note that you must have a separate advisor for this program, even if enrolled in more than one program at TTC. Academic advisors are assigned as part of the College orientation process conducted in the Orientation Centers on each campus through a walk-in service. Associate in Science advisors are selected based upon the college or university and upon the program to which you intend to transfer, including programs at TTC. Please refer to the New Student Orientation for more details.

Programs of Study

Associate Degree Program
Associate in Science

Associate in Science

Associate in Science
Credit Requirements: 60 Semester Credit Hours
Program Credit Requirements

The Associate in Science degree is designed for students planning to transfer to four-year programs and for students who wish to broaden their general knowledge. The degree stresses mathematics and natural and physical sciences.

Recommended Sequence of Courses
I. General Education Requirements:

ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 110	College Algebra	3
or		
MAT 112	Precalculus	5
or		
MAT 120	Probability and Statistics	3
or		
MAT 140	Analytic Geometry and Calculus I	4
PSY 201	General Psychology	3
or		
ECO 210	Macroeconomics	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
or		
THE 101	Introduction to Theater	3

II. Math/Lab Science Requirements

(Must include another math course and at least one lab science course.)

Select 21 semester credit hours from the following:

AST 101	Solar System Astronomy	4
AST 102	Stellar Astronomy	4
BIO 101	Biological Science I	4
BIO 102	Biological Science II	4
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4
CHM 110	College Chemistry I	4
CHM 111	College Chemistry II	4
CHM 211	Organic Chemistry I	4
CHM 212	Organic Chemistry II	4
EVT 222	Environmental Microbiology	4
EVT 224	Environmental Chemical Analyses	4
MAT 110	College Algebra	3
MAT 111	College Trigonometry	3
MAT 112	Precalculus	5
MAT 120	Probability and Statistics	3
MAT 132	Discrete Mathematics	3
MAT 140	Analytic Geometry and Calculus I	4
MAT 141	Analytic Geometry and Calculus II	4
MAT 240	Analytic Geometry and Calculus III	4
MAT 242	Differential Equations	4
PHY 201	Physics I	4
PHY 202	Physics II	4
PHY 221	University Physics I	4
PHY 222	University Physics II	4
PHY 223	University Physics III	4

III. Humanities, Languages and Social Science Requirements

Select nine semester credit hours from the following (must include at least one Humanities course):

ART 101	Art History and Appreciation	3
ART 107	History of Early Western Art	3
ART 108	History of Western Art	3
ENG 201	American Literature I	3
ENG 202	American Literature II	3
ENG 205	English Literature I	3
ENG 206	English Literature II	3
ENG 208	World Literature I	3
ENG 209	World Literature II	3
ENG 214	Fiction	3
ENG 218	Drama	3
ENG 222	Poetry	3
HIS 101	Western Civilization to 1689	3
HIS 102	Western Civilization Post 1689	3
HIS 104	World History I	3
HIS 105	World History II	3
HIS 106	Introduction to African History	3
HIS 130	African-American History to 1877	3
HIS 131	African-American History, 1877 to Present	3
HIS 201	American History: Discovery to 1877	3
HIS 202	American History: 1877 to Present	3
MUS 105	Music Appreciation	3
PHI 101	Introduction to Philosophy	3
PHI 110	Ethics	3
THE 101	Introduction to Theater	3

Languages/Social Sciences:

ANT 101	General Anthropology	3
CRJ 101	Introduction to Criminal Justice	3
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 201	Intermediate French I	3
FRE 202	Intermediate French II	3
GER 101	Elementary German I	4
GER 102	Elementary German II	4
GER 201	Intermediate German I	3
GER 202	Intermediate German II	3
PSC 201	American Government	3
PSC 215	State and Local Government	3
PSC 220	Introduction to International Relations	3
PSY 201	General Psychology	3
PSY 203	Human Growth and Development	3
PSY 212	Abnormal Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Marriage and the Family	3
SOC 230	Introduction to Gerontology	3
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
SPA 201	Intermediate Spanish I	3
SPA 202	Intermediate Spanish II	3

IV. Computing Requirement

(Select one from the following.)

CPT 101	Introduction to Computers	3
CPT 102	Basic Computer Concepts	3
EGR 270	Introduction to Engineering	3

V. Electives

Select 12 credits from the following courses: *(NOTE: Students may also select from courses in Mathematics and Lab Science requirements and Humanities, Languages and Social Sciences requirements above.)*

ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3
BIO 205	Ecology	3
BIO 206	Ecology Lab	3
BUS 101	Introduction to Business	3
BUS 121	Business Law I	3
CHM 201	Survey of Organic Chemistry	3
CWE	Cooperative Work Experience	3
ECE 201	Electrical and Computer Engineering Seminar	1
ECE 205	Electrical and Computer Lab I	3
ECE 211	Introduction to Computer Engineering I	3
ECE 212	Introduction to Computer Engineering II	3
ECE 221	Introduction to Electrical Engineering I	3
ECE 222	Introduction to Electrical Engineering II	3
EGR 260	Engineering Statics	3
EGR 262	Engineering Dynamics	3
EGR 264	Introduction to Engineering Mechanics of Solids	3
EGR 266	Engineering Thermodynamics Fundamentals	3
EGR 273	Problem Solving for Engineers	2
EGR 275	Introduction to Engineering/ Computer Graphics	3
EGR 282	Introduction to Civil Engineering	2
EGR 285	Engineering Surveying I	3
EGR 286	Engineering Surveying II	3
EGR 295	Engineering Surveying Lab I	1
EGR 296	Engineering Surveying Lab II	1
ENG 260	Advanced Technical Communications	3
EVT 110	Introduction to Treatment Facilities	3
EVT 154	Chemistry of Hazardous Materials	4
EVT 201	Environmental Science	3
EVT 210	Introduction to Environmental Law	3
EVT 251	Health Effects of Hazardous Materials	3
EVT 254	Industrial Safety and Emergency Response	3
EVT 256	Hazardous Waste	3
GEO 102	World Geography	3
JOU 101	Introduction to Journalism	3
MAT 109	College Algebra with Modeling	3
MAT 123	Contemporary College Mathematics	3
MAT 130	Elementary Calculus	3
MGT 101	Principles of Management	3
MGT 201	Human Resource Management	3
MKT 101	Marketing	3
SCI 205	Environmental Science Institute	3
SPC 205	Public Speaking	3
SPC 209	Interpersonal Communication	3

No course can count more than once.

Associate in Science

Associate in Science
Credit Requirements: 60 Semester Credit Hours
Sample Degree Plan

The associate in science program allows flexibility in course selection and sequencing. The following sample may be a helpful guide for students who are planning to transfer but are unsure where or for what major. If you already know where you plan to transfer and/or for which major, see your assigned advisor for the Associate in Science program. This degree plan may not be suited to your goal.

First Semester

English Composition I (ENG 101)	3
General Psychology (PSY 201) **or** Macroeconomics (ECO 210)	3
Introduction to Computers (CPT 101)	3
College Algebra (MAT 110)	3
Lab Science	4

Second Semester

English Composition II (ENG 102)	3
College Trigonometry (MAT 111)	3
Lab Science	4
Languages/Social Science	3
*Electives	3

Third Semester

Math or Lab Science	4
Math or Lab Science	4
Humanities	3
*Electives	3

Fourth Semester

Math or Lab Science	4
Communication (SPC 205, SPC 209 or THE 101)	3
Humanities/Languages/Social Sciences	3
*Electives	4-6

Minimum semester credit hours required: 60

** Recommend additional math/lab science or humanities/languages/social sciences courses as electives*

All courses must be selected from the Associate in Science display.

Lighter semester loads may be accomplished by attending Summer Semester(s).

Course Hours and Credits

Following the prefix numbers are numbers that indicate lecture, laboratory and credit hours. The number of lecture hours in class each week and/or the number of laboratory hours in each week combine to make up the total "contact" hours required for the class each week. Contact hours equate to the time spent under the direct supervision of a faculty member. The contact hours are the sum of the first two numbers shown. The credit for the course is the last number shown.

Nondegree Credit

Courses labeled nondegree credit will not count toward graduation requirements in any certificate, diploma or degree program.

Division Designation

Following the course hours and credits are letters that indicate the division responsible for the course.

The division designations are as follows:

AH – Allied Health Sciences
AR – Aeronautical Studies
BT – Business Technology
CF – Community, Family and Child Studies
FV – Film, Media and Visual Arts
LC – The Learning Center
ET – Industrial and Engineering Technology
HS – Humanities and Social Sciences
CI – The Culinary Institute of Charleston
IT – Industrial and Engineering Technology
LR – Law-Related Studies
NU – Nursing
OR – Orientation Center
SM – Science and Mathematics

Prerequisites/Corequisites

Prerequisites are required before enrolling in a course; they will be identified following the course description. See your advisor for details. Corequisites are courses that must be taken at the same time and will be identified following the course description.

Most courses have additional prerequisite reading skills that can be demonstrated by test scores or transfer credit.

Course Schedule

Not all of the courses in the following list are taught each semester. *On Course* is published prior to each semester, showing the courses that will be offered. Courses offered are subject to change, based on the availability of faculty, funds and enrollment. The college reserves the right to cancel any course due to insufficient enrollment.

Course Descriptions

ACC 001 Lec: Lab: Cred:
Indicates credit given for accounting course work transferred from another college for which there is no equivalent course at TTC.

ACC 100 Lec: 3 Lab: 0 Cred: 3 BT
Basic Accounting
This course introduces basic accounting principles, including the accounting cycle, bookkeeping, the debit-credit procedure, journals, ledgers, trial balances and preparing financial statements for sole proprietorships. (Nondegree credit)
Prereq: MAT 032 or MAT 013 or appropriate test scores

ACC 101 Lec: 3 Lab: 0 Cred: 3 BT
Accounting Principles I
This course introduces basic accounting procedures for analyzing, recording and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. This course is designed to include all aspects of financial accounting at the introductory level.
Prereq: MAT 101 or MAT 152 or appropriate test scores and ACC 100 or advisor approval. Students who receive credit for ACC 111 may not receive credit for ACC 101.

ACC 102 Lec: 3 Lab: 0 Cred: 3 BT
Accounting Principles II
This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis and financial statement analysis.
Prereq: ACC 101 or ACC 111, CPT 101 or 102 or appropriate math test scores

ACC 111 Lec: 3 Lab: 0 Cred: 3 BT
Accounting Concepts
This course is the study of the principles of the basic accounting functions – collecting, recording, analyzing, and reporting information.
Prereq: MAT 101 or MAT 152. Students who receive credit for ACC 111 may not receive credit for ACC 101.

ACC 112 Lec: 3 Lab: 0 Cred: 3 BT
Organizational Accounting
This course is the study of financial accounting with specific emphasis on partnerships and the corporate form of organization.
Prereq: ACC 111

ACC 124 Lec: 3 Lab: 0 Cred: 3 BT
Individual Tax Procedures
This course is a study of the basic federal income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.
Prereq: ACC 101 or ACC 111

ACC 150 Lec: 3 Lab: 0 Cred: 3 BT
Payroll Accounting
This course introduces the major tasks of payroll accounting; employment practices; federal, state and local governmental laws and regulations; internal controls; and various forms and records using both a manual and computerized approach.
Prereq: ACC 101 or ACC 111, CPT 101

ACC 201 Lec: 3 Lab: 0 Cred: 3 BT
Intermediate Accounting I
This course explores fundamental processes of accounting theory, including the preparation of financial statements.
Prereq: ACC 101 or ACC 112

ACC 202 Lec: 3 Lab: 0 Cred: 3 BT
Intermediate Accounting II
This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports.
Prereq: ACC 201

ACC 203 Lec: 3 Lab: 0 Cred: 3 BT
Intermediate Accounting III
This course covers the application of accounting theory to income tax allocation, and accounting for leases and pensions. Revenue recognition, financial statement analysis, cash flow statement preparation and an overview of international accounting also are covered.
Prereq: ACC 202

ACC 221 Lec: 3 Lab: 0 Cred: 3 BT
Corporate Taxation
This course is a study of federal tax regulations and procedures governing corporations, partnerships and special tax situations of individuals.
Prereq: ACC 124, ACC 101 or ACC 112

ACC 226 Lec: 3 Lab: 0 Cred: 3 BT
Tax Audit and Research
This course is a study of the Internal Revenue Service's procedures for individual and corporation tax audits and refunds, as well as other tax research services available to tax practitioners.
Prereq: ACC 221

ACC 240 Lec: 3 Lab: 0 Cred: 3 BT
Computerized Accounting
This course covers using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents normally found in a moderately complex business.
Prereq: ACC 101 or ACC 111, CPT 101

ACC 245 Lec: 3 Lab: 0 Cred: 3 BT
Accounting Applications
This course introduces microcomputer accounting using electronic spreadsheet software.
Prereq: ACC 101 or ACC 111, CPT 101

ACC 260 Lec: 3 Lab: 0 Cred: 3 BT
Auditing
This course is a study of the procedures for conducting audits and investigations of various enterprises. It covers collecting data from working papers, arranging and systemizing the audit, and writing the audit report. Emphasis is placed on detailed audits, internal auditing and the auditing process.
Prereq: ACC 101 or ACC 112

ACC 265 Lec: 3 Lab: 0 Cred: 3 BT
Not-for-Profit Accounting
This course introduces the special accounting needs of municipalities, counties, states, the federal government and governmental agencies, and other not-for-profit organizations.
Prereq: ACC 102 or ACC 112

ACC 275 Lec:3 Lab:0 Cred: 3 BT
Selected Topics in Accounting
This course provides an advanced in-depth review of selected topics in accounting using case studies and individual and group problem solving.
Prereq: ACC 202 and ACC 221

ACM 101 Lec: 2 Lab: 0 Cred: 2 AR
General Regulations
This course covers FAA regulations that pertain to the mechanics and maintenance of aircraft engines and airframes, technical standard orders, manufacturers' maintenance and parts manuals, service letters, bulletins and instructions.

ACM 102 Lec: 3 Lab: 0 Cred: 3 AR
Aviation Sciences
This course is a study of the fundamentals of simple machines, heat dynamics, theory of flight and geometrical concepts as established for aviation applications, including basic math and algebraic operations.

ACM 105 Lec: 3.5 Lab: 1.5 Cred: 4 AR
Basic Aircraft Electricity
This course covers basic electricity including AC and DC circuits, the use of electrical measuring instruments, the interpretation of electrical circuit diagrams, energy sources, and batteries and their maintenance.

ACM 110 Lec: 0 Lab: 3 Cred: 1 AR
Aircraft Drawings
This course covers skills required to use drawings, identify symbols and schematic layouts, sketch repairs and alterations made to aircraft, and interpret graphs and charts.

ACM 114 Lec: 1 Lab: 0 Cred: 1 AR
Fluid Lines and Fittings
This course covers the techniques used to identify, select, inspect, service, repair and fabricate both rigid and flexible plumbing systems.

ACM 115 Lec: 2.5 Lab: 1.5 Cred: 3 AR
Ground Handling and Servicing
This course covers engine starting, ground operation, aircraft movement, ground handling safety requirements and aircraft servicing procedures. Also covered are interpreting and applying aircraft weight and balance procedures.

ACM 120 Lec: 3 Lab: 3 Cred: 4 AR
Materials and Corrosion Control
This course covers nondestructive testing; identification and selection of aircraft hardware and materials; use of hand, power and precision measuring tools; identification and use of cleaning materials; and identification and treatment of aircraft corrosion.

ACM 125 Lec: 1 Lab: 3 Cred: 2 AR
Wood Structures, Coverings and Finishes
This course covers the fundamentals of inspection, maintenance and repair of aircraft wood structures; selection, application and maintenance of aircraft fabric and fiberglass coverings; and selection, application and maintenance of aircraft finishes, trim and lettering.

ACM 135 Lec: 1.5 Lab: 7.5 Cred: 4 AR
Sheet Metal and Non-metallic Structures
This course covers the principles of sheet metal layout, bending, rivet installation, structural inspection and repair methods. Composite construction, honeycomb, plastic laminates, fiberglass and thermoplastics for aircraft applications also are included in the course.

ACM 145 Lec: 1 Lab: 3 Cred: 2 AR
Aircraft Welding
This course covers the welding techniques and safety procedures used to manufacture and repair truss-type aircraft structures. It includes types of welds, setup of welding equipment, soldering techniques, brazing, gas welding and electric welding of aluminum, stainless steel, magnesium and titanium.

ACM 150 Lec: 2 Lab: 3 Cred: 3 AR
Assembly and Rigging
This course covers the methods and procedures used to maintain an aircraft in aerodynamically and structurally sound condition. Flight theory, aircraft assembly, jacking, structural alignment, rigging of fixed-wing and rotor-wing aircraft, balancing, and rigging of flight control surfaces are covered.

ACM 155 Lec: 2.5 Lab: 1.5 Cred: 3 AR
Aircraft Environmental Systems
This course covers the skills required to inspect, check, service and repair aircraft heating, cooling, vapor cycle and air cycle air conditioning; pressurization, oxygen, ice and rain control; carbon monoxide detection; and fire protection systems.

ACM 160 Lec: 3 Lab: 0 Cred: 3 AR
Utility and Warning Systems
This course covers the principles of inspecting, troubleshooting, servicing and repairing instrument systems, communication and navigation systems, and landing gear antiskid indicating and warning systems.

ACM 165 Lec: 1.5 Lab: 4.5 Cred: 3 AR
Hydraulic and Pneumatic Systems
This course covers the operating principles for aircraft hydraulic and pneumatic power systems. The theory of fluid power; identification and selection of aircraft hydraulic fluids; and servicing, troubleshooting, inspecting and repairing of hydraulic and pneumatic power systems and components are included.

ACM 167 Lec: 2.5 Lab: 1.5 Cred: 3 AR
Landing Gear Systems
This course covers the skills required to perform maintenance and service requirements for aircraft landing gear systems. The inspection, servicing, repair and operational check of landing gear, retracting systems, shock struts, brakes, wheels, tires and steering systems are included.

ACM 170 Lec: 2.5 Lab: 4.5 Cred: 4 AR
Aircraft Electrical Systems
This course covers skills required to inspect, check, service, troubleshoot and repair aircraft electrical system controls, wiring installation, switches, indicators and protective devices.

ACM 172 Lec: 0 Lab: 3 Cred: 1 AR
Aircraft Fuel Systems
This course covers maintenance of aircraft fuel systems including troubleshooting, inspection, service and repair principles for fuel system components, pressure fuel systems, quantity indicating systems, pressure and temperature systems, dump systems, and fuel management procedures.

ACM 174 Lec: 0.5 Lab: 1.5 Cred: 1 AR
Airframe Inspection
This course covers the fundamentals of airframe inspection, including the purposes, requirements and type of inspection, inspection records, and suggested methods for performing systematic inspection procedures.

ACM 201 Lec: 2 Lab: 0 Cred: 2 AR
Lubricating Systems
This course covers the use and classification of lubricants, oils and greases. The basic lubrication systems of opposed, radial and turbine engines are included.

ACM 205 Lec: 2 Lab: 3 Cred: 3 AR
Ignition and Starting Systems
This course covers the theory and operation of aircraft powerplant ignition systems used on reciprocating and turbine engines, including the requirements for inspecting, servicing, repairing and/or overhauling magnetos, spark plugs, and ignition harnesses and switches.

ACM 210 Lec: 0.5 Lab: 10.5 Cred: 4 AR
Reciprocating Engine Overhaul
This course covers the theory and development of the internal combustion engine used in aviation and the disassembly, inspection, service, repair and overhaul of opposed and radial aircraft engines.

ACM 212 Lec: 3 Lab: 0 Cred: 3 AR
Engine Installation
This course covers the techniques for removal and installation of opposed and radial aircraft piston engines, including the evaluation of performance after reconditioning, testing, inspection, troubleshooting, preservation and return to service after long-term storage.

ACM 220 Lec: 1.5 Lab: 4.5 Cred: 3 AR
Turbine Engines
This course covers the history, theory, construction and principles of operation of turbine engines, including removal, installation, maintenance, testing, inspection, adjustment and overhaul.

ACM 226 Lec: 0.5 Lab: 1.5 Cred: 1 AR
Engine Inspection
This course covers the procedures necessary for powerplant inspection to conform to the manufacturer's and FAA requirements.

ACM 234 Lec: 2.5 Lab: 4.5 Cred: 4 AR
Propellers and Components
This course covers the theory, installation, inspection, service, maintenance, repair and principles of operation of fixed and controllable pitch propellers. This course also includes the study of propeller de-icing, anti-icing, synchronization, and selection and use of propeller lubricants for reciprocating and turbo propeller engines.

ACM 240 Lec: 1 Lab: 6 Cred: 3 AR
Engine Electrical Instrumentation and Fire Protection
This course covers the skills required to inspect, check, service, troubleshoot and repair reciprocating and turbine engine starters and generators, alternators and charging systems, including wiring controls; switches; protective devices; and temperature, pressure, RPM-indicating and fire protection systems.

ACM 245 Lec: 3 Lab: 3 Cred: 4 AR
Powerplant Fuel Systems
This course covers inspecting, troubleshooting, servicing, repairing and overhauling of powerplant fuel metering systems, including warning indicators, pressure and rate-of-flow instruments, and carburetor overhaul.

ACM 250 Lec: 2.5 Lab: 1.5 Cred: 3 AR
Induction Cooling and Exhaust
This course covers the skills required to inspect, check, troubleshoot, service and repair reciprocating and turbine engine induction, cooling and exhaust systems.

ACR 001 Lec: Lab: Cred:
Indicates credit given for heating, ventilation and air conditioning courses transferred from another college for which there is no equivalent course at TTC.

ACR 106 Lec: 2 Lab: 6 Cred: 4 IT
Basic Electricity for HVAC/R
This course includes a basic study of electricity including Ohm's Law and series and parallel circuits as they relate to heating, ventilating, air conditioning and refrigeration systems.

ACR 108 Lec: 2 Lab: 3 Cred: 3 IT
Refrigeration Fundamentals
This course is an introduction to the principles of refrigeration.

ACR 109 Lec: 1 Lab:3 Cred: 2 IT
Tools and Service Techniques II
This course is an advanced study of tools and service equipment used in the installation and repair of HVAC equipment.

ACR 111 Lec: 2 Lab: 3 Cred: 3 IT
Gas Heating Principles
This course is the study of residential and commercial gas burners and their components.
Prereq: ACR 106

ACR 122 Lec: 4 Lab: 3 Cred: 5 IT
Principles of Air Conditioning
This course is the study of the air cycle, psychrometrics, equipment selection, load calculations and maintenance and/or repair of AC systems.
Prereq: ACR 108 and 109

ACR 131 Lec: 2 Lab: 6 Cred: 4 IT
Commercial Refrigeration
This course is a study of maintenance and repair of commercial refrigeration systems.
Prereq: ACR 106, ACR 108, ACR 109

ACR 206 Lec: 1 Lab: 3 Cred: 2 IT
Advanced Electricity for HVAC/R
This course includes a practical application of electrical and electronic components and circuits used to control HVAC and /or refrigeration systems.
Prereq: ACR 106

ACR 210 Lec: 2 Lab: 6 Cred: 4 IT
Heat Pumps
This course is a study of theory and operational principles of the heat pump.
Prereq: ACR 106, ACR 108, ACR 109

ACR 224 Lec: 2 Lab: 0 Cred: 2 IT
Codes and Ordinances
This course covers instruction on how to reference appropriate building codes and ordinances where they apply to the installation of heating and air conditioning.
Prereq: ACR 111, ACR 122 or advisor approval

AET 110 Lec: 2 Lab: 3 Cred: 3 ET
Architectural Graphics I
This course is an introduction to the skills of architectural manual drafting. It includes residential or light commercial drafting, site planning, preliminary sketches, presentation drawings and working drawings. This course also includes computer applications.
Prereq: EGT 151

AET 111 Lec: 2 Lab: 3 Cred: 3 ET
Architectural Computer Graphics I
This course includes architectural construction, basic computer-aided design commands, and creation of industry symbols and standards.
Prereq: AET 110

AET 120 Lec: 2 Lab: 3 Cred: 3 ET
Architectural Graphics II
This course covers the skills needed for the development of a complete set of residential or commercial working drawings using construction methods, codes, material selection, site development and modular systems.
Prereq: AET 110

AET 202 Lec: 3 Lab: 0 Cred: 3 ET
History of Architecture
This course is a study of the origins, influences and aesthetics that underlie the various styles of architecture from prehistoric times to present.

AET 221 Lec: 3.5 Lab: 1.5 Cred: 4 ET
Architectural Computer Graphics II
This course includes a study of CAD commands with architectural applications and routines. A complete set of working drawings of a residential or commercial building, using the computer as a drafting tool, is produced.
Prereq: AET 110, AET 120

AET 233 Lec: 3.5 Lab: 1.5 Cred: 4 ET
Architectural CAD Presentations
This course covers the development of CAD commands, including 3-D wire frame drawings and rendering capabilities of a building model.
Prereq: AET 111 or departmental approval

AHS 001 Lec: Lab: Cred:
Indicates credit given for Allied Health Sciences course work transferred from another college for which there is no equivalent course at TTC.

AHS 101 Lec: 2 Lab: 0 Cred: 2 AH
Introduction to Health Professions
This course provides a study of the health professions and the health care industry.

AHS 103 Lec: 2 Lab: 0 Cred: 2 AH
Bio-Medical Vocabulary
This course covers the basis of word formation, prefixes, suffixes and vocabulary used in bio-medical disciplines and health sciences.

AHS 104 Lec: 3 Lab: 0 Cred: 3 AH
Medical Vocabulary/Anatomy
This course introduces students to fundamental principles of medical terminology and includes a survey of human anatomy and physiology.

AHS 105 Lec: 2 Lab: 0 Cred: 2 AH
Medical Ethics and Law
This course provides a study of ethical conduct and legal responsibility related to health care.

AHS 106 Lec: 1 Lab: 0 Cred: 1 AH
Cardiopulmonary Resuscitation
This course introduces students to cardiopulmonary resuscitation in the adult, child and infant.

AHS 110 Lec: 2 Lab: 0 Cred: 2 AH
Patient Care Procedures
This course includes a study of the procedures and techniques used in the general care of the patient.
Prereq: CHM 100 or high school chemistry strongly recommended, MAT 110, approval of program coordinator for RAD students

AHS 114 Lec: 1 Lab: 0 Cred: 1 AH
Basic First Aid
This course provides instruction in basic procedures used in medical emergencies.
Prereq: AHS 106

AHS 121 Lec: 2 Lab: 0 Cred: 2 AH
Basic Pharmacology
This course covers the nature of drugs, their actions in the body and side effects.

AHS 126 Lec: 1 Lab: 0 Cred: 1 NU
Health Calculations
This course is a study of the mathematical concepts needed in health science studies. It is an introduction to basic drug calculations.
Prereq: Acceptance into the PN or ADN level or instructor approval, unsuccessful completion of the PN level Dosage Calculation Proficiency

AHS 129 Lec: 1 Lab: 0 Cred: 1 NU
Health Calculations II
This course is an introduction to advanced drug calculations.
Prereq: Acceptance into the ADN level or instructor approval, unsuccessful completion of the ADN level Dosage Calculation Proficiency

AHS 142 Lec: 1.5 Lab: 1.5 Cred: 2 AH
Phlebotomy
This course is a study of phlebotomy procedures utilized in clinical facilities and physicians' offices.
Prereq: Vaccination series for Hepatitis B begun by second week of class

AHS 170 Lec: 3 Lab: 0 Cred: 3 AH
Fundamentals of Disease
This course includes a study of the general principles of disease and the disorders that affect the human body, with an emphasis on symptoms and signs routinely assessed in health care facilities.
PreReq or Coreq: AHS 104

AMF 103 Lec: 3 Lab: 0 Cred: 3 AR
Introduction to Aviation
This course is designed to introduce the student to the history and background of aviation, the role of the Federal Aviation Administration (FAA) in aviation, the nomenclature of aircraft, and safety. (This course is not FAA Part 147 approved.)

AMF 104 Lec: 3 Lab: 0 Cred: 3 AR
Basic Aviation Sciences
This course is designed to equip the student with a basic working knowledge of mathematical concepts used in aircraft construction and design, including basic math and geometric concepts, theory of flight, and simple machines. (This course is not FAA Part 147 approved.)
Prereq: MAT 032 or appropriate test scores

AMF 109 Lec: 2.5 Lab: 1.5 Cred: 3 AR
Aircraft Materials and Hand Tools
This course covers the identification and selection of materials used in aircraft construction, aircraft hardware, use of hand tools including precision measuring tools, and testing methods used in the aerospace industry.(This course is not FAA Part 147 approved.)
Prereq: MAT 032 or appropriate test scores

AMF 110 Lec: 1.5 Lab: 1.5 Cred: 2 AR
Corrosion Control and Sealing Applications
This course addresses the selection of corrosion-resistant materials, application of corrosion inhibitors and application of aerospace sealants. (This course is not FAA Part 147 approved.)

AMF 116 Lec: 1.5 Lab: 1.5 Cred: 2 AR
Aircraft Fluid Lines
The course covers the identification, selection, fabrication, and installation practices of rigid and flexible aircraft fluid line systems, as well as the basic introduction to aircraft hydraulic systems and fluids. (This course is not FAA Part 147 approved.)

AMF 132 Lec: 2 Lab: 3 Cred: 3 AR
Aircraft Sheet Metal Assembly
This course covers the principles of sheet metal layout, bending, drilling, countersinking, as well as installation and removal of fasteners. (This course is not FAA Part 147 approved.)
Prereq: MAT 032 or appropriate test scores

AMF 137 Lec: 2 Lab: 3 Cred: 3 AR
Aircraft Composite Structures
This course covers the fabrication of aircraft primary and secondary members utilizing composite technology, including the lay-up, bonding, curing, trimming, and machining of composite structures. (This course is not FAA Par 147 approved.)

AMF 142 Lec: 2 Lab: 0 Cred: 2 AR
Aircraft Auxiliary Systems
This course is designed to introduce the student to the various systems that make up the infrastructure of an aircraft, to include cabin atmospheric control systems, fire protection, cockpit instrumentation and avionic systems, and warning systems. (This course is not FAA Part 147 approved.)

AMF 147 Lec: 2.5 Lab: 1.5 Cred: 3 AR
Aviation Electrical Systems
This course covers the fundamentals of electricity including DC and AC circuits, design and installation practices of aircraft electrical systems including circuit components, power distribution systems, and circuit protection devices. (This course is not FAA Part 147 approved.)
Prereq: MAT 032 or appropriate test scores

AMF 152 Lec: 2 Lab: 0 Cred: 2 AR
Aircraft Flight Control Systems
This course covers the design and rigging methods of aircraft primary and secondary flight control systems. (This course is not FAA Part 147 approved.)

ANT 101 Lec: 3 Lab: 0 Cred: 3 HS
General Anthropology
This course studies physical and cultural anthropology and explores subfields of anthropology to examine primateology, human paleontology, human variation, archeology and ethnology.

AOT 001 Lec: Lab: Cred:
Indicates credit given for office systems course work transferred from another college for which there is no equivalent course at TTC.

AOT 105 Lec: 3 Lab: 0 Cred: 3 BT
Keyboarding
This course focuses on the mastery of keyboarding and formatting principles.

AOT 106 Lec: 0 Lab: 3 Cred: 1 BT
Keyboarding Lab I
This lab focuses on improving keyboarding speed and accuracy.
Prereq: AOT 105 or equivalent

AOT 107 Lec: 0 Lab: 3 Cred: 1 BT
Keyboarding Lab II
This lab focuses on improving keyboarding speed and accuracy through the use of intensive skill-building drills.
Prereq: AOT 106 or equivalent

AOT 122 Lec: 3 Lab: 0 Cred: 3 BT
Medical Transcription I
This course provides experience in transcribing medical documents from dictation equipment.
Prereq: AHS 104, AOT 106, AOT 134, CPT 179

AOT 134 Lec: 3 Lab: 0 Cred: 3 BT
Office Communications
This course develops proficiency in specialized applications of communications in the office environment.
Prereq: ENG 100 with a minimum grade of C or appropriate test scores and AOT 105 or equivalent skills
Coreq: AOT 106, CPT 179

AOT 137 Lec: 3 Lab: 0 Cred: 3 BT
Office Accounting
This course introduces the fundamentals of basic accounting principles and focuses on basic financial records of a typical office.
Prereq: MAT 013 or MAT 032 or appropriate test scores

AOT 161 Lec: 3 Lab: 0 Cred: 3 BT
Records Management
This course emphasizes information management functions and various types of information systems, technology and procedures. Computer literacy in a Windows environment is essential.
Prereq: AOT 105 or keying skills; knowledge of Windows environment

AOT 212 Lec: 3 Lab: 0 Cred: 3 BT
Medical Document Production
This course covers medical terminology and the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production.
Prereq: AOT 106, CPT 179 and AHS 104 or BIO 110

AOT 222 Lec: 3 Lab: 0 Cred: 3 BT
Advanced Medical Transcription
This course provides advanced experience in transcribing medical documents from dictation equipment.
Prereq: AOT 122

AOT 234 Lec: 3 Lab: 0 Cred: 3 BT
Administrative Office Communications
This course emphasizes communication skills necessary in the business environment. It includes composing business correspondence, developing and giving oral presentations, practicing recording and translating information using the latest technology, and developing effective verbal and nonverbal communication and listening skills.
Prereq: AOT 106, AOT 134, CPT 179

AOT 250 Lec: 3 Lab: 0 Cred: 3 BT
Advanced Information Processing
This course emphasizes complex applications of information processing software using advanced features and concepts.
PreReq: AOT 106, CPT 179

AOT 251 Lec: 3 Lab: 0 Cred: 3 BT
Administrative Systems and Procedures
This course covers processing information in the electronic office. Emphasis is on increasing proficiency in performing a variety of office tasks by integrating previously learned knowledge and skills.
Prereq: AOT 106, AOT 134, AOT 161, CPT 179

AOT 252 Lec: 3 Lab: 0 Cred: 3 BT
Medical Systems and Procedures
This course emphasizes development of proficiency in integrating skills commonly performed in medical offices.
Prereq: AOT 106, AOT 134, CPT 179 and AHS 104 or BIO 110

AOT 254 Lec: 3 Lab: 0 Cred: 3 BT
Office Simulation
This course integrates a wide variety of skills and knowledge through practical work experiences in an office environment. (Must be taken in final semester.) This course is open only to Medical Transcription certificate students.

AOT 265 Lec: 3 Lab: 0 Cred: 3 BT
Office Desktop Publishing
This course covers the integration of text and graphics using computer software to design, edit and produce a variety of documents.
Prereq or Coreq: AOT 106, CPT 179

AOT 267 Lec: 3 Lab: 0 Cred: 3 BT
Integrated Information Processing
This course covers the application of integrated computer software.
Prereq: AOT 250, CPT 172, CPT 174

ART 101 Lec: 3 Lab: 0 Cred: 3 HS
Art History and Appreciation
This course introduces the history and appreciation of art, including elements and principles of the visual arts.

ART 105 Lec: 2 Lab: 3 Cred: 3 FV
Film as Art
This course introduces the appreciation of film and covers the elements and principles of cinema with historical and contemporary examples.
Prereq: ENG 100 or appropriate test scores

ART 107 Lec: 3 Lab: 0 Cred: 3 HS
History of Early Western Art
This course is a visual and historical survey of Western art from the Paleolithic Age to the Renaissance. The techniques, forms and expressive content of painting, sculpture and architecture are studied within the context of the cultural environment that produced them.

ART 108 Lec: 3 Lab: 0 Cred: 3 HS
History of Western Art
This course is a visual and historical survey of Western art from the Renaissance through modern times. The techniques, forms and expressive content of painting, sculpture and architecture are studied within the context of the cultural environment that produced them.

ART 111 Lec: 2 Lab: 3 Cred: 3 FV
Basic Drawing I
This course provides an introduction to the materials and the basic techniques of drawing.

ART 112 Lec: 2 Lab: 3 Cred: 3 FV
Basic Drawing II
This course covers a study of the materials and basic techniques of drawing.
Prereq: ART 111 with a minimum grade of C

ART 214 Lec: 3 Lab: 0 Cred: 3 HS
Art History Study Abroad
This course provides a study abroad experience for students studying art history. The course includes travel to selected regions outside the United States and provides a field study of historical and contemporary art, artists and architecture, with emphasis on art history.
Prereq: ART 107 or ART 108

ARV 110 Lec: 2 Lab: 3 Cred: 3 FV
Computer Graphics I
This course is a study of the fundamentals of computer-assisted graphic design using Adobe Illustrator software. It is recommended that students enrolling in ARV 110 be familiar with basic computer functions and computer file management.

ARV 114 Lec: 2 Lab: 3 Cred: 3 FV
Photography I
This course is a study of the principles, terminology, techniques, tools and materials of basic black-and-white photography.

ARV 115 Lec: 3 Lab: 0 Cred: 3 FV
Aesthetics of Photography
This course covers the history and aesthetics of photography from 1839 to the present, with special emphasis on the development of photographic seeing.
Prereq: ENG 100 or appropriate test scores

ARV 121 Lec: 2 Lab: 3 Cred: 3 FV
Design
This course covers basic theories, vocabulary, principles, techniques, media and problem-solving in basic design.

ARV 123 Lec: 2 Lab: 3 Cred: 3 FV
Composition and Color
This course covers the investigation and application of principles and concepts of visual organization and the psychological and physical properties of color.
Prereq: ARV 121 with a minimum grade of C

ARV 124 Lec: 2 Lab: 3 Cred: 3 FV
Sequential Drawing I
This course covers the basic principles, techniques and tools of creating sequential drawings for illustration and animation.
Prereq: ART 111 with a minimum grade of C or approval of department head

ARV 125 Lec: 2 Lab: 3 Cred: 3 FV
Drawing for Animators
This course introduces students to the basic elements of gesture drawing, quick sketch, volume, and depth techniques to capture action and attitude. Drawing for weight, force, thought, emotion and movement is stressed.
Prereq: ART 111 with a minimum grade of C or approval of department head

ARV 161 Lec: 3 Lab: 0 Cred: 3 FV
Visual Communications Media
This course introduces the theory, psychology, principles and practices of major visual communications media.

ARV 162 Lec: 2 Lab: 3 Cred: 3 FV
Graphic Reproduction I
This course is a study of the principles and practices used in print preparation and print reproduction.
Prereq: ARV 217, CGC 106 and CGC 110 with a minimum grade of C

ARV 205 Lec: 2 Lab: 3 Cred: 3 FV
Graphic Illustration
This course covers the tools and techniques used to create graphic illustrations for various types of print advertising.
Prereq: ART 111 and ARV 121 with a minimum grade of C

ARV 210 Lec: 2 Lab: 3 Cred: 3 FV
Computer Graphics II
This course is an advanced computer art course that includes a study of the creation of graphic design using electronic imagery.
Prereq: ARV 110 with a minimum grade of C

ARV 212 Lec: 2 Lab: 3 Cred: 3 FV
Digital Photography
This course is a study of the principles, terminology, techniques, tools and materials of basic digital photography. Images produced in this course will address the needs of the visual communication industry.
Prereq: Students enrolling in ARV 212 should be familiar with basic computer functions and computer file management.

ARV 213 Lec: 2 Lab: 3 Cred: 3 FV
Lighting
This course introduces the fundamentals of photographic lighting techniques.
Prereq: ARV 212 with a minimum grade of C

ARV 214 Lec: 2 Lab: 3 Cred: 3 FV
Photography II
This course covers advanced projects in black-and-white and color photography, including studio work.
Prereq: ARV 114 and ARV 212 with a minimum grade of C

ARV 215 Lec: 2 Lab: 3 Cred: 3 FV
Photography III
This course incorporates advanced projects in black-and-white and color photography, including studio and lab work.
Prereq: ARV 213 and ARV 214 with a minimum grade of C

ARV 216 Lec: 2 Lab: 3 Cred: 3 FV
Lighting II
This course covers advanced projects in photographic lighting techniques used in the studio and on location.
Prereq: ARV 213 with a minimum grade of C

ARV 217 Lec: 2 Lab: 3 Cred: 3 FV
Computer Imagery
This course covers the use of the computer as a tool to create images that address the needs of the visual communication field. Adobe Photoshop software is used. It is recommended that students enrolling in ARV 217 be familiar with basic computer functions and computer file management.

ARV 218 Lec: 2 Lab: 3 Cred: 3 FV
Computer Imagery II
This course covers advanced computer techniques in creating images for visual communications such as presentations, print, graphics, etc. Editorial illustration will be the focus.
Prereq: ARV 110 and ARV 217 with a minimum grade of C

ARV 219 Lec: 2 Lab: 3 Cred: 3 FV
Multimedia Techniques
This course introduces the production of current interactive multimedia. It is recommended that students enrolling in ARV 219 be familiar with basic computer functions and computer file management.

ARV 220 Lec: 2 Lab: 3 Cred: 3 FV
Multimedia Presentations
This course covers a study of interactive multimedia techniques culminating in a presentation.
Prereq or Coreq: ARV 225

ARV 221 Lec: 2 Lab: 3 Cred: 3 FV
Interactive Media Design
This course introduces techniques and concepts used to develop proposals, treatments, production scripts and design documents that act as templates for interactive media applications.

ARV 222 Lec: 2 Lab: 3 Cred: 3 FV
Computer Animation
This course introduces techniques of creating the illusion of motion and three-dimensional space using computer software. It is recommended that students enrolling in this course be familiar with basic computer functions and computer file management.

ARV 223 Lec: 2 Lab: 3 Cred: 3 FV
3-D Animation I
This course covers advanced techniques used in creating 3-D animation using computer software. 3ds Max software is used.
Prereq: ARV 217 or FLM 168 with a minimum grade of C

ARV 224 Lec: 2 Lab: 3 Cred: 3 FV
3-D Animation II
This course includes advanced projects in 3-D animation using computer software. 3ds Max software is used.
Prereq: ARV 223 with a minimum grade of C

ARV 225 Lec: 2 Lab: 3 Cred: 3 FV
Advanced Computer Animation
This course covers advanced techniques for creating motion using computer software.
Prereq: ARV 222 with a minimum grade of C

ARV 227 Lec: 2 Lab: 3 Cred: 3 FV
Web Site Design I
This course introduces the production of an interactive Web site. It is recommended that students enrolling in ARV 227 be familiar with basic computer functions and computer file management.

ARV 228 Lec: 2 Lab: 3 Cred: 3 FV
Web Site Design II
This course covers a study of advanced Web site design techniques culminating in an interactive Web site.
Prereq: ARV 217 and ARV 227 with a minimum grade of C

ARV 229 Lec: 2 Lab: 3 Cred: 3 FV
Advanced Multimedia
This course covers a study of advanced multimedia techniques culminating in an interactive CD-ROM. It is recommended that students enrolling in ARV 229 be familiar with basic computer functions and computer file management.

ARV 230 Lec: 3 Lab: 0 Cred: 3 FV
Visual Arts Business Procedures
This course covers a study of professional practices involved in the organization and operation of businesses concerned with visual arts.
Prereq: ENG 100 or appropriate test scores

ARV 232 Lec: 2 Lab: 3 Cred: 3 FV
Digital Photography II
This course covers advanced projects in digital photography, including studio as well as computer lab work.
Prereq: ARV 212 with a minimum grade of C

ARV 247 Lec: 2 Lab: 3 Cred: 3 FV
3-D Animation III
This course is an exploration of the basic principles of animation using three-dimensional computer-generated animation. Students practice and develop observational skills that aid in creating motion and three-dimensional forms. Maya software is used.
Prereq: ARV 217 or FLM 168 with a minimum grade of C

ARV 248 Lec: 2 Lab: 3 Cred: 3 FV
3-D Animation IV
This course emphasizes the principles of designing and producing three-dimensional computer-generated animation through the creation of advanced motion studies. Projects focus on developing higher-level skills in model building, animation, and color and lighting. Maya software is used.
Prereq: ARV 247 with a minimum grade of C

ARV 249 Lec: 2 Lab: 3 Cred: 3 FV
Special Effects
This course emphasizes the techniques used to create special effects and non-linear animation. Projects focus on creating animations that simulate physical phenomena (fire and smoke), dynamic collisions, objects responding to real world forces (gravity and wind), and particles.
Prereq: ARV 248 with a minimum grade of C

ARV 261 Lec: 2 Lab: 3 Cred: 3 FV
Advertising Design I
This course is an introduction to the advertising arts, including the principles, techniques, media, tools and skills used in the visual communications field.
Prereq: ARV 217, CGC 106 and CGC 110 with a minimum grade of C

ARV 263 Lec: 2 Lab: 3 Cred: 3 FV
Special Projects in Computer Animation
This course covers an advanced animation project as assigned from concept to final production.
Prereq: ARV 248 with a minimum grade of C

ARV 264 Lec: 2 Lab: 3 Cred: 3 FV
Special Projects in Graphic Arts
This course includes an assigned advanced project from conception to final production.

ARV 267 Lec: 2 Lab: 3 Cred: 3 FV
Special Projects in Photography
This course covers advanced photography projects as assigned from concept to final production.
Prereq: ARV 215 with a minimum grade of C

ARV 276 Lec: 2 Lab: 3 Cred: 3 FV
Studio Practicum I
This course includes advanced practical projects in graphic design, multimedia, animation, Web design, photography and/or computer imagery. This course should be taken in the last semester.
Prereq: 33 semester credit hours in ART, ARV and/ or CGC courses with a minimum GPA of 2.0 or departmental approval

ARV 280 Lec: 2 Lab: 3 Cred: 3 FV
Visual Arts Exit Portfolio
This course covers the preparation of students' job seeking or academic placement portfolios. The course includes lectures, demonstrations and studio work. Students must successfully complete the required Portfolio Review in order to register for this course. This course should be taken in the last semester.
Prereq: Departmental approval

AST 101 Lec: 3 Lab: 3 Cred: 4 SM
Solar System Astronomy
This course is a descriptive survey of the universe with emphasis on basic physical concepts and the objects of the solar system. Related topics of current interest are included. Laboratory exercises supplement lectures.
Prereq: MAT 101 or MAT 152 or appropriate test scores. The prerequisite for this course should have been completed within the last five years.

AST 102 Lec: 3 Lab: 3 Cred: 4 SM
Stellar Astronomy
This course is a descriptive survey of the universe with emphasis on basic physical concepts and on galactic and extragalactic objects. Related topics of current interest are included. Laboratory exercises supplement lectures.
Prereq: AST 101; the prerequisite for this course should have been completed within the last five years.

AUT 001 Lec: Lab: Cred:
Indicates credit given for automotive course work transferred from another college for which there is no equivalent course at TTC.

AUT 101 Lec: 2 Lab: 3 Cred: 3 IT
Engine Fundamentals
This course is a study of automotive engine fundamentals and principles of engine operations, including horsepower calculations, cubic inch displacement calculations, efficiency combustion theory, etc. Types of engines, cylinders, valve arrangements, lubrications, fuel, exhaust and cooling systems also are included.

AUT 103 Lec: 2 Lab: 6 Cred: 4 IT
Engine Reconditioning
This course is a review of engine fundamentals and overhaul procedures, including engine block preparation, cleaning, specifications, measurements with micrometers, assembly and operation.
Prereq: AUT 101

AUT 111 Lec: 1.5 Lab: 4.5 Cred: 3 IT
Brakes
This course is a study of the fundamentals of hydraulics and brake components and their application to automotive brake systems.
Prereq: AUT 101 or departmental approval

AUT 116 Lec: 2 Lab: 6 Cred: 4 IT
Manual Transmission and Axle
This course is an advanced study of manual transmissions and transaxles, including proper overhaul procedures for axles and manual transmissions and transaxles.
Prereq: AUT 101 or departmental approval

AUT 122 Lec: 2 Lab: 6 Cred: 4 IT
Suspension and Alignment
This course is a continued study of suspension and steering systems including nonadjustable and adjustable wheel alignment angles. The student becomes familiar with the use and application of balancing and alignment equipment.
Prereq: AUT 101 or departmental approval

AUT 131 Lec: 1.5 Lab: 4.5 Cred: 3 IT
Electrical Systems
This course is a study of the individual systems and components that form the entire automobile electrical system. The course includes starting and charging systems, ignition, engine, chassis and accessory systems as well as instruction in the proper use of electrical schematics.
Prereq: AUT 133 or advisor approval

AUT 133 Lec: 1.5 Lab: 4.5 Cred: 3 IT
Electrical Fundamentals
This course is a study of the theories of electricity including magnetism, series and parallel circuits, Ohm's Law, and an introduction to the use of various types of electrical test equipment.

AUT 145 Lec: 2 Lab: 3 Cred: 3 IT
Engine Performance
This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking also is included in the course.
Prereq: AUT 149

AUT 149 Lec: 2 Lab: 6 Cred: 4 IT
Ignition and Fuel Systems
This course is a study of ignition system operation and how it relates to fuel systems for proper engine performance.
Prereq: AUT 133

AUT 152 Lec: 2 Lab: 6 Cred: 4 IT
Automatic Transmission
This course is a basic study of power flow and hydraulics, including the study of the torque converter operation.
Prereq: AUT 101 or departmental approval

AUT 153 Lec: 2 Lab: 3 Cred: 3 IT
Automatic Transmission Diagnosis
This course is a basic study of power flow charts and their use in diagnosing automatic transmissions, including the use of pressure testing in diagnosing automatic transmission concerns.
Prereq: AUT 133 or departmental approval

AUT 211 Lec: 2 Lab: 3 Cred: 3 IT
Advanced Brakes
This course is a study of four-wheel anti-lock brakes and rear anti-lock brakes, including operation of the system, diagnosis, service and repair.
Prereq: AUT 111

AUT 241 Lec: 2 Lab: 6 Cred: 4 IT
Automotive Air Conditioning
This course is a study in the principles of refrigeration, operating and testing procedures to determine the cause of malfunction, and servicing or repairing by approved methods. Emphasis is on special tools, equipment and safety procedures.
Prereq: AUT 133 or advisor approval

AUT 247 Lec: 2 Lab: 6 Cred: 4 IT
Electronic Fuel Systems
This course builds on AUT 149 with further study into fuel injection systems, other fuel system components and how computers control fuel delivery.
Prereq: AUT 149 or advisor approval

AUT 252 Lec: 3 Lab: 3 Cred: 4 IT
Advanced Automatic Transmission
This course is an advanced study of automatic transmission and transaxle electronics, including torque converter clutch and clutch controls.
Prereq: AUT 152

AUT 263 Lec: 2 Lab: 6 Cred: 4 IT
Advanced Automotive Machining
This advanced course covers proper procedures in the use of auto machine shop equipment, including cylinder block reboring, align boring, head and block resurfacing, and cylinder head reconditioning.

BAF 001 Lec: Lab: Cred:
Indicates credit given for banking and finance course work transferred from another college for which there is no equivalent course at TTC.

BAF 101 Lec: 3 Lab: 0 Cred: 3 BT
Personal Finance
This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments and retirement planning.
Prereq: MAT 101 or MAT 152, MAT 155 or appropriate test scores

BAF 201 Lec: 3 Lab: 0 Cred: 3 BT
Principles of Finance
This course introduces the field of finance. The monetary and credit systems are examined along with how the demand for funds is met in both the public and private sector.
Prereq: ACC 101

BAF 215 Lec: 3 Lab: 0 Cred: 3 BT
Money and Banking
This course is a study of the United States monetary system with special emphasis on the commercial system and the central banking system.

BCT 102 Lec: 3 Lab: 3 Cred: 4 IT
Fundamentals of Building Construction
This course is a study of framing for residential and light commercial building. Also included are exterior walls, windows and doors.

BCT 103 Lec: 3.5 Lab: 1.5 Cred: 4 IT
Construction Site Layout
This course covers location and layout of building corners, elevation and the use of appropriate tools. Also included is foundation masonry.

BCT 106 Lec: 1 Lab: 3 Cred: 2 IT
Beginning Woodworking
This course introduces woodworking. The student will have hands-on use of hand and power tools such as table saw, jigsaw, circular saw, router, joiner and radial arm saw to complete projects assigned by the instructor.

BCT 108 Lec: 1 Lab: 3 Cred: 2 IT
Finish Trim
This course covers the intricacies of cutting and installing finish moldings using hand and power tools. It includes the installation of doors, casings, baseboards, shelving and stair parts.

BCT 112 Lec: 2 Lab: 0 Cred: 2 IT
Construction Print Reading
This course is a study of residential and light commercial prints.

BCT 116 Lec: 1 Lab: 0 Cred: 1 IT
Residential Building Exam Preparation
This course prepares you for the South Carolina residential contractor's exam. It presents a basic review of general contracting including documents, construction budgets, cost accounting and inspections.

BCT 138 Lec: 4.5 Lab: 1.5 Cred: 5 IT
Residential Wiring
This course is a study of wiring methods and practices used in residential application.

BCT 140 Lec: 2 Lab: 3 Cred: 3 IT
Commercial Wiring
This course is a study and application to include service main, loads and installation. Also includes single and three-phase services.

BCT 141 Lec: 2 Lab: 3 Cred: 3 IT
Fixtures and Installation
This course is a study and application of planning and installing electrical fixtures and devices.

BCT 151 Lec: 2.5 Lab: 1.5 Cred: 3 IT
Introduction to Residential Plumbing
This course covers plumbing theory as it relates to residential construction.

BCT 201 Lec: 3.5 Lab: 1.5 Cred: 4 IT
Principles of Roof Construction
This course is a study of design and construction of roof systems and roofing materials for residential and light commercial construction.

BCT 203 Lec: 4 Lab: 3 Cred: 5 IT
Exterior and Interior Finishes
This course is a study of exterior and interior finishes for residential and light commercial buildings. The course also includes windows, walls, cabinets and painting.

BCT 204 Lec: 3 Lab: 3 Cred: 4 IT
Cabinet Making
This course is a study of design and construction of cabinets, custom casework and counter tops.
Prereq: BCT 106 or advisor approval

BIO 001 Lec: Lab: Cred:
Indicates credit given for biology course work transferred from another college for which there is no equivalent course at TTC.

BIO 100 Lec: 4 Lab: 0 Cred: 4 SM
Introductory Biology
This general biology course introduces the principles of biology. (Nondegree credit)

BIO 101 Lec: 3 Lab: 3 Cred: 4 SM
Biological Science I
This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology.
Prereq: High school biology or high school chemistry, or BIO 100 or successful completion of a college-level, lab-based science course. The prerequisite for this course should have been completed within the last five years.

BIO 102 Lec: 3 Lab: 3 Cred: 4 SM
Biological Science II
This course is a study of the classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized.
Prereq: BIO 101 with a grade of C or higher. The prerequisite for this course should have been completed within the last five years.

BIO 110 Lec: 3 Lab: 0 Cred: 3 SM
General Anatomy and Physiology
This course is a non-lab general introduction to the anatomy and physiology of the human body. Emphasis is on human organ systems and their interrelationships.

BIO 112 Lec: 3 Lab: 3 Cred: 4 SM
Basic Anatomy and Physiology
This course is a basic integrated study of the structure and function of the major systems of the human body. Labs complement the material presented in lecture.

BIO 115 Lec: 2 Lab: 3 Cred: 3 SM
Basic Microbiology
This general course in microbiology includes the study of epidemiology, ubiquity and control, and the identification of microorganisms.
Prereq: None, but high school biology or BIO 100 is recommended

BIO 205 Lec: 3 Lab: 0 Cred: 3 SM
Ecology
This course introduces basic principles of population biology, ecology and environmental science as applied to the study of the interactions between human kind and the biosphere.
Prereq: BIO 101
Coreq: BIO 206

BIO 206 Lec: 0 Lab: 3 Cred: 1 SM
Ecology Lab
This ecology laboratory experience consists of discussions, demonstrations, experiments, films and field trips pertaining to the relationships of man to the biosphere, human ecology, resource use and environmental impact.
Prereq: BIO 101
Coreq: BIO 205

BIO 210 Lec: 3 Lab: 3 Cred: 4 SM
Anatomy and Physiology I
The first part of a two-semester sequence, this comprehensive transfer course is a lecture and laboratory study with model and specimen dissections of the integrated structure and function of the human body. Basic cellular chemistry and the integumentary, skeletal, muscular, nervous and endocrine systems are presented. Cytology and histology are emphasized.
Prereq: High school biology or high school chemistry, or BIO 100 or successful completion of a college-level, lab-based science course. The prerequisite for this course should have been completed within the last five years.

BIO 211 Lec: 3 Lab: 3 Cred: 4 SM
Anatomy and Physiology II
This course is a continuation of BIO 210 and includes the study of blood, heart, circulatory, lymphatic, respiratory, digestive, urinary and reproductive systems. Special senses, development and inheritance also are presented.
Prereq: BIO 210 with a grade of C or higher. The prerequisite for this course should have been completed within the last five years.

BIO 218 Lec: 1 Lab: 0 Cred: 1 AH
Head and Neck Anatomy
The anatomy and physiology of the head and neck are studied with special emphasis on nerves, muscles and their attachments, bone structures, and functions of the oral cavity.
Prereq: BIO 210, BIO 211. The prerequisites for this course should have been completed within the last five years. Enrollment is restricted to Dental Hygiene students.

BIO 225 Lec: 3 Lab: 3 Cred: 4 SM
Microbiology
This lecture and laboratory course introduces bacteria, protozoa, rickettsia, viruses, fungi and algae. The course emphasizes the morphology, physiology, genetics, identification, cultivation and control of microbes. A survey is made of pathogenic microorganisms, their effects on the human body and the immunology of the human body.
Prereq: BIO 101 or BIO 210 with a grade of C or higher. The prerequisite for this course should have been completed within the last five years.

BIO 238 Lec: 2 Lab: 3 Cred: 3 SM
Musculoskeletal System Anatomy
This course is a study of the muscular and skeletal systems with laboratory exercises on the bones, bone markings, and the muscles, addressing their origin, insertion, innervation and action.
Prereq: BIO 112

BUS 001 Lec: Lab: Cred:
Indicates credit given for business course work transferred from another college for which there is no equivalent course at TTC.

BUS 101 Lec: 3 Lab: 0 Cred: 3 BT
Introduction to Business
This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed and controlled.

BUS 110 Lec: 3 Lab: 0 Cred: 3 BT
Entrepreneurship
This course introduces the process of starting a small business, including forms of ownership and management. Entrepreneurship addresses innovation, change and planning in the creation of flexible, customer-driven, world-class companies.

BUS 112 Lec: 3 Lab: 0 Cred: 3 BT
Service Management Systems
This course is a study of the conceptualization, structure and organization of a business service company.

BUS 121 Lec: 3 Lab: 0 Cred: 3 LR
Business Law I
This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions, and warranties.

BUS 136 Lec: 3 Lab: 0 Cred: 3 BT
Compensation and Benefits Analysis
This course offers a practical exploration of the systems, methods and procedures involved in establishing, administering and controlling compensation and benefits systems within the organization.

BUS 176 Lec: 3 Lab: 0 Cred: 3 BT
International Marketing
This course includes the study of economic, political, legal and cultural environments affecting international marketing; how to adapt the marketing mix to foreign markets; and how a company or product evaluates opportunities in international marketing.

BUS 210 Lec: 3 Lab: 0 Cred: 3 BT
Introduction to e-Commerce in Business
This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods online.

BUS 220 Lec: 3 Lab: 0 Cred: 3 BT
Business Ethics
This course includes an exploration of ethical issues arising in the context of doing business. Topics include employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation, and free enterprise.

BUS 250 Lec: 3 Lab: 0 Cred: 3 BT
Introduction to International Business
This survey course in international business is designed to enhance the global perspective of business students. Emphasis is placed on the legal, cultural, economic and political factors faced in operating an international business.

CET 001 Lec: Lab: Cred:
Indicates credit given for civil engineering technology course work transferred from another college for which there is no equivalent course at TTC.

CET 120 Lec: 2 Lab: 3 Cred: 3 ET
Construction Materials
This course is a study of basic materials used in construction, research of building product specifications and code requirements.
Prereq: MAT 013 or MAT 032

CET 127 Lec: 3 Lab: 3 Cred: 4 ET
Building Construction and Print Reading
This course is a study of construction methods and blueprint reading.

CET 135 Lec: 2 Lab: 0 Cred: 2 ET
Construction Contracts
This course covers basic engineering law, and owner, engineer and contractor relationships and responsibilities. It also includes performance requirements, bidding procedures, and format and specification interpretation.

CET 204 Lec: 3 Lab: 3 Cred: 4 ET
Fundamentals of Surveying
This course is the study of surveying theory and practice; care and use of instruments; traversing procedures; and computation of closure. Students are introduced to specific methods and principles of spatial measurements and related techniques used in surveying. The course includes linear measurements, leveling, compass and transit/ theodolite, theory of errors, areas, stadia, coordinate geometry, state plane coordinates and standard map projections. Lab work consists of horizontal control including distance and angular measurements, traversing and preparation of a plat, and vertical control including the performance of a level loop.
Coreq: MAT 110, EGT 109

CET 205 Lec: 3 Lab: 3 Cred: 4 ET
Surveying II
This course includes electro-optical instrumentation techniques and complex computations used in surveying. The course covers land surveying and boundary laws, public land surveys, topographic mapping, horizontal and vertical curves, lot calculations, GPS survey technology, and surveying astronomy. Lab work consists of locating objects within a survey boundary, performing a boundary and topographic survey and performing a survey using GPS equipment.
Prereq: CET 204
Coreq: MAT 111, EGT 151

CET 210 Lec: 2 Lab: 3 Cred: 3 ET
Strength of Materials
This course covers the effects of applying various types of loads to structural members and makes comparisons of allowable stresses and strains. The various methods used to design structural members are explored as a foundation for further study.
Prereq: EGR 190

CET 215 Lec: 1 Lab: 3 Cred: 2 ET
Soil Mechanics Fundamentals
This course is a study of soils and their engineering properties, underground investigations, classifications and foundations.
PreReq or Coreq: CET 210

CET 218 Lec: 2 Lab: 3 Cred: 3 ET
Hydraulics
This course is a study of hydrostatics and fluid flow, control and disposal of water, including flow through open and closed channels, weirs and orifices.
Prereq: PHY 201

CET 230 Lec: 3 Lab: 0 Cred: 3 ET
Construction Management
This course is a study of the management of construction firms dealing with bidding, contracts, costs and labor.

CET 238 Lec: 1 Lab: 3 Cred: 2 ET
Construction Planning and Scheduling
This course covers the organization, planning and scheduling of labor, materials and equipment for a construction project through the use of contemporary scheduling methods.
Prereq: CET 127 or BCT 112

CET 244 Lec: 2 Lab: 3 Cred: 3 ET
Structural Steel Design
This course covers the design of beams and floor framing, columns, tension and compression members, and bolted and welded connections using the AISC specifications.
Prereq: CET 210

CET 245 Lec: 2 Lab: 3 Cred: 3 ET
Cost Estimating
This course covers preparing material lists, project costs and scheduling for a construction project using proven estimating methods.
Prereq: CET 127 or BCT 112 and MAT 032 or MAT 012

CET 246 Lec: 1 Lab: 6 Cred: 3 ET
Environmental Systems Technology
This course covers the design and drafting of sewer systems for subdivisions, including the sources, collection, treatment and distribution of water and sewer.
Prereq: CET 218, GMT 250

CET 251 Lec: 1 Lab: 6 Cred: 3 ET
Highway Design
This course is a study of the design and construction of highways.
Prereq: GMT 250

CGC 001 Lec: Lab: Cred:
Indicates credit given for commercial graphics course work transferred from another college for which there is no equivalent course at TTC.

CGC 106 Lec: 2 Lab: 3 Cred: 3 FV
Typography I
This course covers typography, photocomposition and design with letterforms using Adobe Illustrator software.
Prereq: ARV 110 and ARV 121 with a minimum grade of C

CGC 110 Lec: 2 Lab: 3 Cred: 3 FV
Electronic Publishing
This course covers the fundamentals of electronic publishing and design. Adobe InDesign software is used.
Prereq: Students enrolling in CGC 110 should be familiar with basic computer functions and computer file management.

CGC 210 Lec: 2 Lab: 3 Cred: 3 FV
Advanced Electronic Publishing
This course covers a wide range of computer hardware, software and peripherals.
Prereq: CGC 110 with a minimum grade of C or advisor approval

CHM 001 Lec: Lab: Cred:
Indicates credit given for chemistry course work transferred from another college for which there is no equivalent course at TTC.

CHM 100 Lec: 3 Lab: 3 Cred: 4 SM
Introductory Chemistry
This course introduces general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques. This course is recommended for students who did not take high school chemistry. (Nondegree credit)
Prereq: MAT 101 or MAT 152

CHM 105 Lec: 3 Lab: 3 Cred: 4 SM
General Organic and Biochemistry
This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, and organic chemistry and biochemistry. This is a terminal course designed for students who do not intend to take additional chemistry courses. It is usually transferable only to specific programs in the Allied Health field.
Prereq: MAT 101 or MAT 152. High school chemistry within the last two years, CHM 100 or CHM 106

CHM 106 Lec: 3 Lab: 3 Cred: 4
Contemporary Chemistry I
This is a survey course in chemistry for non-science majors emphasizing basic principles. Topics include atomic and molecular structure, nuclear chemistry, formulas and nomenclature, states of matter, chemical reactions, acids, and bases. Laboratory sections emphasize application of basic techniques and supplement lecture topics.
Prereq: MAT 102, MAT 153 or equivalent test score. Students may not receive credit for both CHM 106 and CHM 110.

CHM 107 Lec: 3 Lab: 3 Cred: 4
Contemporary Chemistry II
This is a survey course in chemistry for non-science majors emphasizing applications of chemistry to present society. Topics include organic chemistry, polymers, biochemistry, consumer and environmental chemistry, drugs, fitness, and health. Laboratory sections emphasize applications of basic techniques and supplement lecture topics.
Prereq: CHM 106. Students may not receive credit for both CHM 107 and CHM 111.

CHM 110 Lec: 3 Lab: 3 Cred: 4 SM
College Chemistry I
This course is the first in a sequence that includes atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria.
Prereq: MAT 109 or MAT 110 or MAT 112. The prerequisite for this course should have been completed within the last five years. High school chemistry or CHM 100 is strongly recommended. Students may not receive credit for both CHM 106 and CHM 110.

CHM 111 Lec: 3 Lab: 3 Cred: 4 SM
College Chemistry II
This course continues the study of atomic and molecular structure, nomenclature and equations, properties, reaction and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics include kinetics, thermodynamics and electrochemistry.
Prereq: CHM 110 with a grade of C or higher. The prerequisite for this course should have been completed within the last five years. Students may not receive credit for CHM 107 and CHM 111.

CHM 201 Lec: 3 Lab: 0 Cred: 3 SM
Survey of Organic Chemistry
This course is a one-semester survey of the nomenclature, structure, reactions and reaction mechanisms of basic organic chemistry.
Prereq: CHM 111 or advisor approval. Students who receive credit for CHM 201 may not receive credit for CHM 211 or CHM 212.

CHM 211 Lec: 3 Lab: 3 Cred: 4 SM
Organic Chemistry I
This course is the first in a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of organic chemistry.
Prereq: CHM 111 with a grade of C or higher. The prerequisite for this course should have been completed within the last five years. Students may not receive credit for CHM 201 and CHM 211.

CHM 212 Lec: 3 Lab: 3 Cred: 4 SM
Organic Chemistry II
This course is a continuation of organic chemistry. Topics include nomenclature, structure, properties and reaction mechanisms of organic chemistry, biochemistry and spectroscopy.
Prereq: CHM 211 with a grade of C or higher. The prerequisite for this course should have been completed within the last five years. Students may not receive credit for both CHM 201 and CHM 212.

CIM 001 Lec: Lab: Cred: ET
Indicates credit given for computer integrated manufacturing course work transferred from another college for which there is no equivalent course at TTC.

COL 103 Lec: 3 Lab: 0 Cred: 3 OR
College Skills
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance and other subjects to facilitate student success. (Nondegree credit)
Prereq: Students may not receive credit for both COL 103 and COL 104.

COL 104 Lec: 1 Lab: 0 Cred: 1 OR
Study Skills
This course includes selected topics under study skills and student success. (Nondegree credit)
Prereq: Students may not receive credit for both COL 103 and COL 104.

COL 105 Lec: 3 Lab: 0 Cred: 3 HS
Freshman Seminar
This course is a study of the purposes of higher education and provides a general orientation to the functions and resources of a college. The course is designed to help freshmen adjust to the college community, develop a better understanding of the learning process and acquire essential academic survival skills. (Nondegree credit)

COL 107 Lec: 3 Lab: 0 Cred: 3 LC
Computer Literacy Skills for College Success
This course is designed for students who need an introduction to computer literacy and word processing skills to develop or improve basic keyboarding skills and to use the computer for self-paced computer-based and Web-based instruction and communication. (Nondegree credit)
Prereq: Appropriate test scores

COM 001 Lec: Lab: Cred:
Indicates credit given for communication course work transferred from another college for which there is no equivalent course at TTC.

COS 101 Lec: 1 Lab: 6 Cred: 3 IT
Fundamentals of Cosmetology
This course introduces the fundamentals of professional ethics, hygiene, good grooming and salesmanship as they relate to the practices of the salon.

COS 106 Lec: 1 Lab: 6 Cred: 3 IT
Facials and Makeup
This course introduces the procedures for various skin treatments, including anatomy, chemistry and safety.

COS 108 Lec: 1 Lab: 6 Cred: 3 IT
Nail Care
This course is a study of nail structure and manicuring techniques, including anatomy, chemistry and safety.

COS 110 Lec: 1 Lab: 6 Cred: 3 IT
Scalp and Hair Care
This course is a study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp.

COS 112 Lec: 1.5 Lab: 7.5 Cred: 4 IT
Shampoo and Rinses
This course is a study of procedures and safety precautions in the application of shampoo and rinses.

COS 114 Lec: 0 Lab: 12 Cred: 4 IT
Hair Shaping
This course introduces the techniques of hair shaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning and various techniques used in hair design in relationship to body structure.
Prereq: COS 120 or approval of program coordinator

COS 116 Lec: 0 Lab: 12 Cred: 4 IT
Hair Styling I
This course is a study of the fundamentals of hair design, including principles, molding, pin curl techniques, safety precautions and chemistry.
Prereq: COS 120 or approval of program coordinator

COS 120 Lec: 0 Lab: 9 Cred: 3 IT
Manikin Practice
This course covers cosmetology applications, including hair shaping, chemical waving, hair styling and hair coloring.

COS 130 Lec: 2 Lab: 0 Cred: 2 IT
Professional Image
This course is an introductory course that includes an overview of professionalism. Emphasis is on conduct, ethics, appearance and interpersonal skills.
Coreq: COS 135 or approval of program coordinator

COS 131 Lec: 2 Lab: 0 Cred: 2 IT
Bacteria and Other Infectious Agents
This course is an extensive study of bacterium and other infectious agents. Focus is on prevention, sanitation and safety.
Coreq: COS 132, COS 133, COS 136, COS 137 or approval of program coordinator

COS 132 Lec: 2 Lab: 0 Cred: 2 IT
Science of Nail Technology
This course is an in-depth study of the structure of the human body and the functions it performs. Focus is on nail and skin disorders with emphasis on consultations.
Coreq: COS 131, COS 133, COS 136, COS 137 or approval of program coordinator

COS 133 Lec: 3 Lab: 0 Cred: 3 IT
Basic Procedures
This course explores the basic steps, procedures, equipment and materials for manicuring and pedicuring. Emphasis is on current trends and issues with a review of state regulations.
Coreq: COS 131, COS 132, COS 136, COS 137 or approval of program coordinator

COS 135 Lec: 2 Lab: 0 Cred: 2 IT
The Business of Nail Technology
This course explores the different types of working environments and handling of the business part of nail care. Focus is on products and services.
Coreq: COS 130 or approval of program coordinator

COS 136 Lec: 4 Lab: 0 Cred: 4 IT
Fundamentals of Artificial Nail Application
This course introduces the fundamentals of gel/powder acrylic sculpturing, repairs, maintenance, various nail wraps and tip application.
Coreq: COS 131, COS 132, COS 133, COS 137 or approval of program coordinator

COS 137 Lec: 1 Lab: 0 Cred: 1 IT
Fundamentals of Nail Art
This course introduces the basic techniques used in nail art design.
Coreq: COS 131, COS 132, COS 133, COS 136 or approval of program coordinator

COS 151 Lec: 3 Lab: 0 Cred: 3 IT
Dermatology
This course is the study of the structure, functions, conditions and disorders of the skin.
Coreq: COS 153 or approval of program coordinator

COS 152 Lec: 2 Lab: 0 Cred: 2 IT
Hygiene and Sanitation
This course is a study of professional hygiene and various methods of sanitation for facial implements and equipment used in the salon.
Coreq: COS 156, COS 158 or approval of program coordinator

COS 153 Lec: 3 Lab: 0 Cred: 3 IT
Structure and Function of Human Systems
This course is a basic study of the structure and function of the major systems of the human body.
Coreq: COS 151 or approval of program coordinator

COS 156 Lec: 0 Lab: 6 Cred: 2 IT
Fundamentals of Massage
This course introduces the theory, preparation, manipulations and safety measures of massage.
Coreq: COS 152 or approval of program coordinator

COS 158 Lec: 0 Lab: 6 Cred: 2 IT
Facial Treatments
This course introduces the procedures for various skin treatments and safety.
Coreq: COS 152 or approval of program coordinator

COS 160 Lec: 0 Lab: 3 Cred: 1 IT
Electric Current Facial Treatments
This course introduces types of current, purpose, procedures, safety and equipment used in facial treatments.

COS 162 Lec: 1 Lab: 0 Cred: 1 IT
Hair Removal
This course is a study of methods, procedures and safety used during hair removal services.

COS 164 Lec: 3 Lab: 0 Cred: 3 IT
Basic Makeup and Application
This course introduces makeup application, including purpose, effects, supplies, implements, preparation, procedures and safety.
Prereq: COS 152 or approval of program coordinator

COS 165 Lec: 3 Lab: 0 Cred: 3 IT
Business Practice
This course covers basic salon business practice, including rules, regulations and codes governing the practice of skin care.
Coreq: COS 221 or approval of program coordinator

COS 206 Lec: 0 Lab: 9 Cred: 3 IT
Chemical Hair Waving
This course is a study of methods of permanently waving the hair, including product types, chemistry and safety.
Prereq: COS 120 or approval of program coordinator

COS 210 Lec: 0.5 Lab: 7.5 Cred: 3 IT
Hair Coloring
This course is a study of the science and art of coloring the hair, including classification, methods, procedures, safety precautions and chemistry.
Prereq: COS 120 or approval of program coordinator

COS 220 Lec: 0 Lab: 9 Cred: 3 IT
Cosmetology Clinical Practice I
This course is an integration of cosmetology skills in a simulated salon environment.
Prereq: COS 120 or approval of program coordinator

COS 221 Lec: 0 Lab: 6 Cred: 2 IT
Facial Practice I
This course is an integration of massage and facial skills in a simulated salon environment.
Coreq: COS 165 or approval of program coordinator

COS 222 Lec: 0 Lab: 9 Cred: 3 IT
Cosmetology Clinical Practice II
This course is an integration of cosmetology skills in a salon environment to provide additional practical hours in skill development.
Prereq: COS 120 or approval of program coordinator

COS 223 Lec: 0 Lab: 6 Cred: 2 IT
Facial Practice II
This course provides for the integration of corrective and preservation facials, massage and makeup application skills in a simulated salon environment.
Prereq: COS 221 or approval of program coordinator

COS 224 Lec: 3 Lab: 3 Cred: 4 IT
Nail Practice I
This course is an integration of manicuring and pedicuring skills in a supervised simulated salon environment.
Prereq: COS 131 or approval of program coordinator

COS 226 Lec: 3 Lab: 3 Cred: 4 IT
Nail Practice II
This course provides for the supervised practice of manicuring, pedicuring and application of various artificial nail application skills in a simulated salon environment.
Prereq: COS 224 or approval of program coordinator

CPT 001 Lec: Lab: Cred:
Indicates credit given for computer course work transferred from another college for which there is no equivalent course at TTC.

CPT 101 Lec: 3 Lab: 0 Cred: 3 BT
Introduction to Computers
This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases and the operating system. Presentation graphics will be covered as well. Computer technology majors and those students who desire a more comprehensive computer literacy course should take CPT 102.

CPT 102 Lec: 3 Lab: 0 Cred: 3 BT
Basic Computer Concepts
This course includes the basic use of a computer with an overview of computer terminology and provides a basic foundation in software applications.
Prereq: This course is required for computer technology and telecommunications systems management majors and is open to any student who desires a more comprehensive computer literacy course. Credit toward graduation is not given for both CPT 101 and CPT 102.

CPT 114 Lec: 3 Lab: 0 Cred: 3 BT
Computers and Programming
This course introduces computer concepts and programming. Topics include basic concepts of computer architecture, files, memory and input/output devices. Programming is done in a modern high-level language. The course includes understanding how computer programs work and the role of the programmer in a business environment. The course starts with assembly language, then scripting language, then finishes with object-oriented programming. No previous programming knowledge is needed.

CPT 124 Lec: 3 Lab: 0 Cred: 3 BT
AS/400 Operations
This introductory course covers the fundamentals of operations, screens and terminology of the AS/400 operating system. Exposure is given to different CL commands and menus used to create, maintain and manipulate libraries, objects and members in the AS/400.

CPT 172 Lec: 3 Lab: 0 Cred: 3 BT
Microcomputer Database
This course introduces microcomputer database concepts, including generating reports from databases and creating, maintaining and modifying databases using Microsoft Access.

CPT 174 Lec: 3 Lab: 0 Cred: 3 BT
Microcomputer Spreadsheets
This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions and producing graphs using Microsoft Excel.

CPT 179 Lec: 3 Lab: 0 Cred: 3 BT
Microcomputer Word Processing
This course introduces microcomputer word processing. Topics include creating, editing, formatting and printing documents using Microsoft Word.

CPT 207 Lec: 3 Lab: 0 Cred: 3 BT
Complex Computer Applications
This course covers analyzing, designing and implementing computerized solutions to realistic business applications problems. This course uses Microsoft Access to solve business problems. Additional topics include determining requirements, designing and building a relational database, designing and building a user interface, importing data in different formats and using Visual Basic for applications to add functionality to a database.
Prereq: CPT 172

CPT 209 Lec: 3 Lab: 0 Cred: 3 BT
Computer Systems Management
This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations and troubleshooting. This course will cover learning objectives associated with CompTIA A+ core certification test.

CPT 210 Lec: 3 Lab: 0 Cred: 3 BT
Computer Resource Management
This course examines the interaction of people, systems and computers. Strategic management issues unique to the information technology environment are discussed. This course will cover learning objectives associated with CompTIA A+ core certification test. Specialties include remote support technician, help desk technician, call center technician specialist, representative, depot technicians and bench technicians.

CPT 212 Lec: 3 Lab: 0 Cred: 3 BT
Visual Basic Programming
This course focuses on windows programming using Visual Basic to create graphical user interfaces. The course examines forms, controls, graphical controls, loops, control arrays, database and traditional file processing, and application class scheduling.
Prereq: CPT 233
Coreq: CPT 172

CPT 220 Lec: 3 Lab: 0 Cred: 3 BT
e-Commerce
This course studies fundamental computer and business concepts applied to the world of e-commerce. The course teaches how to become an independent contractor for business Web sites. Domain name registration, Web site hosting, search engine optimization and submission, and the developing of a business plan are covered in depth.

CPT 232 Lec: 3 Lab: 0 Cred: 3 BT
C++ Programming I
This introductory course in C++ programming emphasizes the designing, coding, testing and debugging of C++ programs involving input/output operations, data types, storage classes, decision structures, looping, functions, arrays, simple pointers and strings. The course teaches procedural programming using the C++ .NET environment.
Prereq: MAT 101 or MAT 152
Coreq: CPT 102

CPT 233 Lec: 3 Lab: 0 Cred: 3 BT
C++ Programming II
This course introduces object-oriented design techniques using C++. Topics include classes, friends, overloading operators, inheritance and virtual functions. The course teaches object-oriented design of programs using the C++ .NET environment and the use of one-dimensional arrays.
Prereq: CPT 232

CPT 236 Lec: 3 Lab: 0 Cred: 3 BT
Introduction to Java Programming
This course introduces Java programming. Topics cover Java syntax and classes for use in the development of Java applications and applets.
Prereq: CPT 233

CPT 239 Lec: 3 Lab: 0 Cred: 3 BT
Active Server Pages
This course is a study of active server pages (ASP) programming to build, implement and execute ASP scripts. Examines topics related to the syntax of server-side ASP scripting as well as the use of ASP with databases.
Prereq: CPT 220 and (CPT 114 or CPT 232)

CPT 242 Lec: 3 Lab: 0 Cred: 3 BT
Database
This course introduces database models and the fundamentals of database design. Topics include database structure, database processing and application programs that access a database. Upon completion of this course the student will be able to 1) demonstrate the fundamental skills needed to successfully design and implement a database, 2) demonstrate a thorough understanding of database concepts and technologies, and 3) be able to use and understand SQL commands.
Prereq: CPT 172 and (CPT 114 or CPT 232)

CPT 244 Lec: 3 Lab: 0 Cred: 3 BT
Data Structures
This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques. Students use C++ to develop ideas about multi-dimensional tables of objects, variable record length files, pointers and complex programs that reuse functions.
Prereq: CPT 233

CPT 255 Lec: 3 Lab: 0 Cred: 3 BT
Operating System Fundamentals
This course examines popular operating systems of several different types of computers. Topics include command languages, utility programs and screen design.
Prereq: CPT 124

CPT 257 Lec: 3 Lab: 0 Cred: 3 BT
Operating Systems
This course examines the theory of operating systems and how it is implemented in current operating systems.
Prereq: CPT 102

CPT 264 Lec: 3 Lab: 0 Cred: 3 BT
Systems and Procedures
This course covers system analysis, design, development and implementation.
Prereq: (CPT 242 or CPT 207) and CPT 270

CPT 270 Lec: 3 Lab: 0 Cred: 3 BT
Advanced Microcomputer Applications
This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. Students will be required to plan and present a business-oriented project. Integrating Microsoft Project, PowerPoint, Excel and Word will give students a thorough understanding of MSProject and other applications within the Microsoft Office suite.
Prereq: CPT 101 or CPT 102

CPT 283 Lec: 3 Lab: 0 Cred: 3 BT
PHP Programming I
This course is an introduction to the PHP programming language and will cover topics related to the syntax of PHP language and how PHP can be used to design and develop dynamic, database-driven Web pages.
Prereq: CPT 220 and (CPT 114 or CPT 232)

CPT 288 Lec: 3 Lab: 0 Cred: 3 BT
Computer Game Development
This course introduces computer game design and development using the Windows API model. Topics include creating 3-D models using matrices, transformation, rotation, texture mapping, 3-D lighting, meshes, sprites, particles, special effects and the application of game math and physics techniques.
Prereq: CPT 233

CRJ 001 Lec: Lab: Cred:
Indicates credit given for criminal justice course work transferred from another college for which there is no equivalent course at TTC.

CRJ 101 Lec: 3 Lab: 0 Cred: 3 LR
Introduction to Criminal Justice
This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems and juvenile justice agencies.

CRJ 102 Lec: 3 Lab: 0 Cred: 3 LR
Introduction to Security
This course includes an introduction to the philosophy and application of security. The protection of personnel, facilities and other assets, as well as administrative, legal and technical problems of loss prevention and control are analyzed.

CRJ 110 Lec: 3 Lab: 0 Cred: 3 LR
Police Patrol
This course provides an understanding of the duties, extent of authority and responsibilities of the uniformed patrol officer. Special emphasis is placed on patrol function; line activities, including traffic control and investigation; community relations; vice control; tactical units; civil disturbances; and preventive patrol.

CRJ 115 Lec: 3 Lab: 0 Cred: 3 LR
Criminal Law I
This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses and various legal principles upon which criminal law is established are reviewed.

CRJ 120 Lec: 3 Lab: 0 Cred: 3 LR
Constitutional Law
This course covers an analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the state and the individual. The application of the Bill of Rights to federal and state systems is examined.

CRJ 125 Lec: 3 Lab: 0 Cred: 3 LR
Criminology
This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals.

CRJ 126 Lec: 3 Lab: 0 Cred: 3 LR
Criminal Justice Research Methods
This course will introduce students to the language and methods of research used by criminal justice practitioners and policy-makers. The course includes the basics of research design, data gathering and interpretation of findings in criminal justice.
Prereq: MAT 032

CRJ 130 Lec: 3 Lab: 0 Cred: 3 LR
Police Administration
This course is a study of the organization, administration and management of law enforcement agencies.

CRJ 140 Lec: 3 Lab: 0 Cred: 3
Criminal Justice Report Writing
This course is a study of the proper preparation of criminal justice records and reports, including observational skills, formatting and the value of accurate, complete and selective written articulation of information and observations.
Prereq: ENG 100 or appropriate test score

CRJ 202 Lec: 3 Lab: 0 Cred: 3 LR
Criminalistics
This course introduces investigative techniques stressing the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms identifications, pathology, toxicology, ballistics and clandestine operations.

CRJ 210 Lec: 3 Lab: 0 Cred: 3 LR
The Juvenile and the Law
This course is a study of the juvenile justice system. This process is examined from initial custody to disposition, both from a historical and modern perspective.

CRJ 212 Lec: 3 Lab: 0 Cred: 3 LR
Protection Management
This course includes an overview of management techniques for establishing and maintaining security and loss prevention programs with the goal of protecting organizations from crimes, fires and accidents. Emphasis is placed on protection as a "profit center" rather than a "cost center."

CRJ 218 Lec: 3 Lab: 0 Cred: 3 LR
Crisis Intervention
This course is a study of the situational procedures and techniques necessary in defusing situations identified as crises.

CRJ 220 Lec: 3 Lab: 0 Cred: 3 LR
Judicial Process
This course includes an overview of the law-making function of the court, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice.

CRJ 222 Lec: 3 Lab: 0 Cred: 3 LR
Ethics in Criminal Justice
This course is a study of the application of ethical theories to the criminal justice profession.

CRJ 224 Lec: 3 Lab: 0 Cred: 3 LR
Police Community Relations
This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics is studied, including citizen involvement in crime prevention and police officer interpersonal relations.

CRJ 230 Lec: 3 Lab: 0 Cred: 3 LR
Criminal Investigation I
This course is the study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used investigating various crimes are studied.

CRJ 232 Lec: 3 Lab: 0 Cred: 3 LR
White Collar Crimes Investigation
This course is a study of non-violent property crimes including cybercrime, wire and bank fraud, securities fraud, and state property crimes. The course focuses on identifying types of white-collar crimes and associate evidence, investigative techniques, case preparation and presentation.

CRJ 233 Lec: 3 Lab: 0 Cred: 3 LR
Cyber Crimes and the Law
This course examines the problem of crime involving computers and the strategies used for identification, investigation and prosecution. Topics include computer crime offenses, computer fundamentals, security technologies, investigative methods, the Internet, state and federal computer crime statutes, management of electronic evidence, and crime prevention techniques.
Prereq: CPT 101 or CPT 102

CRJ 235 Lec: 3 Lab: 0 Cred: 3 LR
Practical Crime Scene Investigations
This course is the study of practical hands-on instruction in methodology and policies for the identification, interpretation, collection, packaging, preservation and chain of custody of crime scenes and evidence taken from crime scenes.

CRJ 236 Lec: 3 Lab: 0 Cred: 3 LR
Criminal Evidence
This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice.

CRJ 239 Lec: 3 Lab: 0 Cred: 3 LR
Terrorism and Homeland Security
This course provides an overview of the issues of terrorism and Homeland Security efforts by drawing on several disciplines. An emphasis is placed on problems and countermeasures within an all-hazards approach to protecting people and assets in conjunction with criminal justice agencies.

CRJ 242 Lec: 3 Lab: 0 Cred: 3 LR
Correctional Systems
This course introduces aspects of the correctional function in criminal justice, including organization, process, procedure and clients incarcerated and on conditional release.

CRJ 243 Lec: 3 Lab: 0 Cred: 3
Criminal Profiling
This course involves the analysis and interpretation of evidence discovered at the crime scene that might be useful in understanding the perpetrator's motivations and behavior to assist law enforcement in developing a criminal profile for identification, apprehension and prosecution.

CRJ 244 Lec: 3 Lab: 0 Cred: 3 LR
Probation, Pardon and Parole
This course is a study of the development, organization, operation and results of systems of probation and parole as substitutes for incarceration. The philosophy and methods of treatment of offenders and the operational problems and activities of the probation/parole officer are studied in the course.

CRJ 250 Lec: 1 Lab: 6 Cred: 3
Criminal Justice Internship I
This course includes practical experience in a criminal justice or private security setting.
Prereq: Departmental approval

DAT 114 Lec: 3 Lab: 0 Cred: 3 AH
Dental Emergencies and Medicine
This course provides a study of various medical conditions and medications, including the management of a medically compromised dental patient.
Prereq: Restricted to major

DAT 115 Lec: 1 Lab: 0 Cred: 1 AH
Ethics and Professionalism
This course introduces a cursory history of dental assisting; professional associations; scope of service in dentistry; and ethical, legal and professional considerations. The state dental practice set is reviewed.
Prereq: Admission into DAT program

DAT 118 Lec: 2 Lab: 0 Cred: 2 AH
Dental Morphology
This course emphasizes the development, eruption and individual characteristics of each tooth and surrounding structures.
Prereq: Restricted to major

DAT 121 Lec: 1 Lab: 3 Cred: 2 AH
Dental Health Education
This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry.
Prereq: DAT 154

DAT 122 Lec: 1 Lab: 3 Cred: 2 AH
Dental Office Management
This course provides a study of the business aspects of a dental office.
Prereq: CPT 101, DAT 154

Cooperative Work Experience (CWE)

Courses for Cooperative Work Experiences are available in various programs. Call the director of co-op and your advisor to discuss prerequisites and enrollment approvals. Credit and contact hours are distributed in the following manner:

	1st Exp.	2nd Exp.	3rd Exp.	4th Exp.	
1 credit	CWE 111	CWE 121	CWE 131	CWE 211	(5 hours)
2 credits	CWE 112	CWE 122	CWE 132	CWE 212	(10 hours)
3 credits	CWE 113	CWE 123	CWE 133	CWE 213	(15 hours)
4 credits	CWE 114	CWE 124	CWE 134	CWE 214	(20 hours)

See your advisor for specific course needs.

DAT 123 Lec: 3 Lab: 0 Cred: 3 AH
Oral Medicine/Oral Biology
This course presents a basic study of oral pathology, pharmacology, nutrition and common emergencies as related to the role of the dental assistant. The basic study of the dental sciences and terminology are included in this course.
Prereq: Restricted to major

DAT 124 Lec: 0 Lab: 3 Cred: 1 AH
Expanded Functions/Specialties
This course offers practice in performing the expanded clinical procedures designated by the South Carolina State Board of Dentistry for Dental Assistants.
Prereq or Coreq: DAT 154, DHG 244

DAT 127 Lec: 3 Lab: 3 Cred: 4 AH
Dental Radiography
This course provides the fundamental background and theory for the safe and effective use of X-radiation in dentistry. It encompasses the history of X-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.
Prereq: DAT 118

DAT 154 Lec: 2 Lab: 6 Cred: 4 AH
Clinical Procedures I
This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use and the assistant's role in dental instrumentation.
Prereq: Restricted to major, physical examination, major medical insurance and Hepatitis B vaccine series
Coreq: CPT 101 or AOT 163

DAT 177 Lec: 1 Lab: 18 Cred: 7 AH
Dental Office Experience
This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.
Prereq: DAT 124, DAT 127, DAT 154, DAT 185, DHG 244, ENG 150 or ENG 101, CPT 101, DAT 122, PSY 201
Coreq: DAT 122, PSY 201

DAT 185 Lec: 2 Lab: 9 Cred: 5 AH
Dental Specialties
This course covers the equipment and procedures related to dental specialties used in clinical experiences.
Prereq: DAT 154, CPT 101, CPR certification and Hepatitis B vaccine series, ENG 150 or ENG 101
Coreq: ENG 150 or ENG 101

DHG 111 Lec: 2 Lab: 0 Cred: 2 AH
Orofacial Embryology
This course provides a study of the histological and embryonic development of the head, face, and hard and soft tissues of the oral cavity to include developmental abnormalities.
Prereq: DHG 125

DHG 121 Lec: 2 Lab: 3 Cred: 3 AH
Dental Radiography
This course provides the application of the principles of radiology with emphasis on exposing, processing, mounting, evaluating and interpreting dental radiographs. Radiation safety is stressed.
Prereq: DHG 111, DHG 125, DHG 151

DHG 125 Lec: 2 Lab: 0 Cred: 2 AH
Tooth Morphology and Histology
This course covers the embryogenesis and histology of the head and neck structures with primary emphasis on the oral cavity. The formation, eruption patterns and morphology of primary and permanent dentitions are studied.
Prereq: Admission to the Dental Hygiene program

DHG 140 Lec: 2 Lab: 0 Cred: 2 AH
General and Oral Pathology
This course provides a correlation of basic pathologic principles to disease processes in the oral cavity. The role of the dental hygienist in early disease detection is emphasized. Diagnosis, treatment and prognosis of diseases affecting the head and neck also are discussed.
Prereq: Admission to the Dental Hygiene program

DHG 141 Lec: 2 Lab: 0 Cred: 2 AH
Periodontology
This course presents a study of the principles, etiologies, classifications and treatments of periodontal disease with emphasis on the role of the dental hygienist.
Prereq: DHG 121, DHG 140, DHG 165

DHG 143 Lec: 2 Lab: 0 Cred: 2 AH
Dental Pharmacology
This course provides a study of drugs used in dentistry. It emphasizes the physical and chemical properties of drugs, dosages and therapeutic effects, methods of administration, and indications and contraindications for the use of drugs. A study of dental anesthetics is included.
Prereq: DHG 165

DHG 151 Lec: 3 Lab: 6 Cred: 5 AH
Dental Hygiene Principles
This course is a study of the principles of infection control and hazardous waste communication, instrumentation, instrumentation design, operator patient positioning, operation of basic dental equipment, patient evaluation and medical history review.
Prereq: Admission to the Dental Hygiene program

DHG 165 Lec: 2 Lab: 9 Cred: 5 AH
Clinical Dental Hygiene I
This course introduces the clinical setting for application of dental hygiene skills for patient care.
Prereq: DHG 151, CPR certification, major medical insurance and Hepatitis B vaccine series

DHG 175 Lec: 1.5 Lab: 10.5 Cred: 5 AH
Clinical Dental Hygiene II
This course provides for the continued development of skills necessary to perform dental hygiene care. Emphasis is placed on treatment of the patient with disabilities, total patient care and treatment planning.
Prereq: DHG 165

DHG 230 Lec: 3 Lab: 0 Cred: 3 AH
Public Health Dentistry
This course provides a study of oral health and the prevention of oral disease in a community. Emphasis is on assessment of community groups and dental health needs, and on planning, implementation and evaluation of community programs. Nutrition and research also are studied.
Prereq: DHG 165

DHG 231 Lec: 0 Lab: 3 Cred: 1 AH
Dental Health Education
This course provides an opportunity for the dental hygiene student to present and apply dental health information to various community groups and organizations. Project implementation and evaluation are included.
Prereq: DHG 230, DHG 175

DHG 241 Lec: 0.5 Lab: 1.5 Cred: 1 AH
Integrated Dental Hygiene I
This course provides for the integration of basic and dental hygiene sciences with current concepts of clinical dental hygiene practice.
Prereq: DHG 165

DHG 244 Lec: 2 Lab: 3 Cred: 3 AH
Dental Materials
This course is a study of physical and chemical properties, identification, characteristics and manipulation of dental materials.
Prereq: Admission to the Dental Hygiene or Expanded-Duty Dental Assisting program

DHG 255 Lec: 1 Lab: 12 Cred: 5 AH
Clinical Dental Hygiene III
This course provides for the development of proficiency in the clinical dental hygiene setting with emphasis on the implementation of treatment plans to meet the individual patient's oral health needs.
Prereq: DHG 175

DHG 265 Lec: 1 Lab: 12 Cred: 5 AH
Clinical Dental Hygiene IV
This course permits refinement of clinical techniques and skills, technology and current procedural practices of the dental hygienist with emphasis on self-evaluation and quality assurance.
Prereq: DHG 255

ECD 101 Lec: 3 Lab: 0 Cred: 3 CF
Introduction to Early Childhood
This course gives an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards. Course content highlights importance of professionalism, family cultural values and practical applications based on historical and theoretical models in early care and education.

ECD 102 Lec: 3 Lab: 0 Cred: 3 CF
Growth and Development I
This course is an extensive study of philosophies and theories of growth and development of infants and toddlers. Focus is on total development of the child, with emphasis on physical, social, emotional, cognitive and nutritional areas. Developmental tasks and appropriate activities are explored in the course.
Prereq: Departmental approval for nondegree-seeking students

ECD 105 Lec: 3 Lab: 0 Cred: 3 CF
Guidance-Classroom Management
This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive, proactive approach is stressed.
Prereq: Departmental approval for nondegree-seeking students

ECD 106 Lec: 3 Lab: 0 Cred: 3 CF
Observation of Young Children
In this course, a variety of observation skills and techniques for the purposes of achieving program goals and objectives, providing for individual needs, guiding children, and designing environments are covered. Focus is on the practical and appropriate use of these skills and techniques.

ECD 107 Lec: 3 Lab: 0 Cred: 3 CF
Exceptional Children
This course includes an overview of children with special needs and their families. Emphasis is on the prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and federal legislation affecting exceptional children.
Prereq: Departmental approval for nondegree-seeking students

ECD 108 Lec: 3 Lab: 0 Cred: 3 CF
Family and Community Relations
This course is an overview of techniques and materials promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources, and on developing appropriate communication skills.

ECD 109 Lec: 3 Lab: 0 Cred: 3 CF
Administration and Supervision
This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on monetary matters; space management; curriculum; health and food services; and relations among the public, staff and parents.

ECD 131 Lec: 3 Lab: 0 Cred: 3 CF
Language Arts
This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading and prewriting skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods to select, evaluate and present children's literature are included.
Prereq: Departmental approval for nondegree-seeking students

ECD 132 Lec: 3 Lab: 0 Cred: 3 CF
Creative Experiences
In this course, the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement and evaluate instructional activities.
Prereq: Departmental approval for nondegree-seeking students

ECD 133 Lec: 3 Lab: 0 Cred: 3 CF
Science and Math Concepts
This course includes an overview of pre-number and science concepts that are developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.

ECD 135 Lec: 3 Lab: 0 Cred: 3 CF
Health, Safety and Nutrition
This course covers a review of health and safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR and First Aid. Guidelines and information on nutrition and developmentally appropriate activities also are studied in the course.
Prereq: Departmental approval for nondegree-seeking students

ECD 138 Lec: 3 Lab: 0 Cred: 3 CF
Music and Movement for Children
This course is a study of criteria for selecting and implementing appropriate experiences to support the physical and musical development of young children. Emphasis is on the selection of materials, equipment and related design of indoor and outdoor environments.
Prereq: ENG 100

ECD 200 Lec: 3 Lab: 0 Cred: 3 CF
Curriculum Issues in Infant and Toddler Development
This course includes a focus on infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. The student looks at planning and teaching strategies as they relate to child development, curriculum and environment.

ECD 201 Lec: 3 Lab: 0 Cred: 3 CF
Principles of Ethics and Leadership in Early Care and Education
This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, the community and society.
Prereq: 27 ECD credits to include ECD 102, ECD 107, ECD 203

ECD 203 Lec: 3 Lab: 0 Cred: 3 CF
Growth and Development II
This course is an in-depth study of preschool children growing and developing in today's world. Focus is on total development of the child with emphasis on physical, social, emotional, cognitive and nutritional areas of development. Developmental tasks and appropriate activities are explored.
Prereq: ECD 102, departmental approval for nondegree-seeking students

ECD 205 Lec: 3 Lab: 0 Cred: 3 CF
Socialization and Group Care of Infants and Toddlers
This course involves the study of socialization and group care of infants and toddlers. Emphasis is on guidance and management; understanding behavior, temperament, the importance of routines, primary care and continuity of care; and examining the elements of quality environments.

ECD 207 Lec: 3 Lab: 0 Cred: 3 CF
Inclusive Care for Infants and Toddlers
This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations and optimal development.

ECD 210 Lec: 3 Lab: 0 Cred: 3 CF
Early Childhood Intervention
This course provides a study of a variety of intervention procedures reflecting various models, including child-centered, child-directed, behavioral, cognitive and social approaches to instruction.

ECD 220 Lec: 3 Lab: 0 Cred: 3 CF
Social Studies Curriculum in Early Education
This course is an in-depth study and research into planning and implementing a developmentally appropriate social studies curriculum in the early childhood classroom.

ECD 237 Lec: 3 Lab: 0 Cred: 3 CF
Methods and Materials
This course includes an overview of developmentally appropriate methods and materials for planning, implementing and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

ECD 239 Lec: 3 Lab: 0 Cred: 3 CF
Assessment and Program Planning
This course is designed to help students use assessment and evaluation tools to identify strengths and weaknesses of programs and provide developmentally appropriate practices for young children.

ECD 243 Lec: 1 Lab: 6 Cred: 3 CF
Supervised Field Experience I
This course includes emphasis on planning, implementing and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of early childhood principles and practices.
Prereq: 27 ECD credits to include ECD 102, ECD 107, ECD 131, ECD 132, ECD 133, ECD 203, departmental approval for nondegree-seeking students

ECD 250 Lec: 0 Lab: 12 Cred: 4 CF
Supervised Comprehensive Work Experience in Early Childhood Development
This course provides the opportunity for interaction with young children, application of appropriate early childhood care-giving principles and documentation of these experiences. This course requires 12 hours per week of laboratory experiences in a supervised area center or school.
Prereq: ECD 243, ECD 251, ECD 257 or SAC 208

ECD 251 Lec: 1 Lab: 6 Cred: 3 CF
Supervised Field Experiences in Infant/Toddler Environments
This course includes emphasis on planning, implementing and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers.
Prereq: ECD 101, ECD 102, ECD 200, ECD 205 and ECD 207

ECD 252 Lec: 3 Lab: 0 Cred: 3 CF
Diversity Issues in Early Care and Education
This course meets the growing need for students in early care and education to learn how to interact with people who are different from them. It also allows students to examine and appreciate the differences that exist because of diversity from race, language, ethnicity, age and socioeconomic levels.

ECD 253 Lec: 3 Lab: 0 Cred: 3 CF
Communication Systems for Early Childhood Special Education
This course studies sign language (ASL) and other assistive communication devices as are appropriate to work effectively with students who are developmentally delayed in speech and language.

ECD 254 Lec: 2 Lab: 3 Cred: 3 CF
Facilitation and Environmental Management for Early Childhood Special Education
This course teaches students how the environment for infants, toddlers, preschoolers and young children with special needs can be manipulated to enhance their developmental and social needs and how the environment can also allow children to express creativity and independence.

ECD 255 Lec: 3 Lab: 0 Cred: 3 CF
Activity Therapy for Early Childhood Special Education
This course teaches students to provide assistance in planning and organizing activities focusing on play in a developmentally appropriate environment for children with special needs.

ECD 256 Lec: 3 Lab: 0 Cred: 3 CF
Counseling Techniques for Early Childhood Special Education
In this course students learn to collaborate with professionals, families and students to achieve various outcomes that are of particular interest to those individuals involved in the education and care of children with developmental delays.

ECD 257 Lec: 1 Lab: 6 Cred: 3 CF
Supervised Field Experience in Early Childhood Special Education
This course includes a supervised field experience in a team environment by certified/licensed professionals who monitor and evaluate students' skills in order to work with children who are developmentally delayed.
Prereq: 12 semester hours from the following list: ECD 107, ECD 203, ECD 207, ECD 210, ECD 253, ECD 254, ECD 255, ECD 256

ECD 270 Lec: 3 Lab: 0 Cred: 3 CF
Foundations in Early Care and Education
This course includes an overview of the history, theories, program models and trends in early care and education. Teaching as a profession will be explored with an emphasis on characteristics of the early childhood teacher.

ECE 201 Lec: 0 Lab: 3 Cred: 1 ET
Electrical and Computer Engineering Seminar
This course covers professionalism, ethics, safety and career planning.

ECE 205 Lec: 2 Lab: 3 Cred: 3 ET
Electrical and Computer Lab I
This course covers basic test and measurement instrumentation, basic electrical components and circuits, and technical writing using word processing.
Prereq or Coreq: ECE 221

ECE 211 Lec: 3 Lab: 0 Cred: 3 ET
Introduction to Computer Engineering I
This course covers digital systems and employs basic mathematical techniques used in the design of combinational and sequential systems.
Prereq: MAT 140

ECE 212 Lec: 3 Lab: 0 Cred: 3 ET
Introduction to Computer Engineering II
This course applies the overall concepts of microprocessor orientation and architecture and fundamental concepts of assembly-level programming.
Prereq: ECE 211 and EGR 270

ECE 221 Lec: 3 Lab: 0 Cred: 3 ET
Introduction to Electrical Engineering I
This course introduces the basic concepts of circuit analysis, applying fundamental laws and principles, resistor circuits, and first- and second-order linear circuits in the time domain using calculus-based solutions where applicable.
Prereq: MAT 141

ECE 222 Lec: 3 Lab: 0 Cred: 3 ET
Introduction to Electrical Engineering II
This course covers sinusoidal steady-state analysis of AC circuits, complex frequency analysis, Fourier series analysis and Laplace transforms.
Prereq: ECE 221

ECO 001 Lec: Lab: Cred:
Indicates credit given for economics course work transferred from another college for which there is no equivalent course at TTC.

ECO 207 Lec: 3 Lab: 0 Cred: 3 BT
International Economics
This course is a study of topics in international economics including the causes and consequences of economic development, international trade, and the emerging global economic systems.
Prereq: MAT 101, MAT 155 or MAT 152 or appropriate test scores

ECO 210 Lec: 3 Lab: 0 Cred: 3 BT
Macroeconomics
This course covers the study of fundamental principles and policies of a modern economy including markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth.
Prereq: MAT 155, MAT 101 or MAT 152 or appropriate test scores

ECO 211 Lec: 3 Lab: 0 Cred: 3 BT
Microeconomics
This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade.
Prereq: MAT 101, MAT 152 or MAT 155 or appropriate test scores

EEM 001 Lec: Lab: Cred:
Indicates credit given for industrial electricity/ electronics course work transferred from another college for which there is no equivalent course at TTC.

EEM 107 Lec: 2 Lab: 0 Cred: 2 ET
Industrial Computer Techniques
This course is an introduction to microcomputers. Topics include definitions of computer types, hardware and software structure, movement of data, and applications of microcomputers. Emphasis will be placed on industry-standard software for the electrical and automated technologies industry.

EEM 117 Lec: 2 Lab: 6 Cred: 4 IT
AC/DC Circuits I
This course is a study of direct and alternating current theory, Ohm's Law, series, parallel and combination circuits. Circuits are constructed and tested.

EEM 118 Lec: 2 Lab: 6 Cred: 4 IT
AC/DC Circuits II
This course is a continuation of study of direct and alternating current theory to include circuit analysis using mathematics and verified with electrical measurements.
Prereq: EEM 117

EEM 131 Lec: 3 Lab: 3 Cred: 4 IT
Solid State Devices
This course is a study of semiconductor theory and common solid state devices. Circuits are constructed and tested.
Prereq: EEM 117 or EET 113

EEM 140 Lec: 1 Lab: 6 Cred: 3 ET
National Electrical Code
This course is a study of the National Electrical Code and is based on the latest codes as published by the National Fire and Protection Association (NFPA).
Prereq: BCT 140, BCT 141, EEM 165 or advisor approval

EEM 151 Lec: 2 Lab: 6 Cred: 4 IT
Motor Controls I
This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes.
Prereq: EEM 217

EEM 165 Lec: 3 Lab: 3 Cred: 4 IT
Residential/Commercial Wiring
This course is a study of wiring methods and practices used in residential and commercial applications.

EEM 217 Lec: 3 Lab: 3 Cred: 4 IT
AC/DC Machines with Electrical Codes
This course is a study of AC and DC machines to include operational theory, applications and construction. Relevant sections of the National Electrical Code will also be covered.
Prereq: EEM 118

EEM 221 Lec: 2 Lab: 3 Cred: 3 IT
DC/AC Drives
This course covers the principles of operation and application of DC drives and AC drives.
Prereq: EEM 118
Coreq: EEM 107

EEM 251 Lec: 2 Lab: 3 Cred: 3 IT
Programmable Controllers
This course introduces programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered.
Prereq: EEM 107 and EEM 118 or EET 113

EEM 252 Lec: 2 Lab: 3 Cred: 3 IT
Programmable Controllers Applications
This course covers the application of programmable controller theories and operation procedures. Topics such as interfacing, data manipulation and report generation are covered. Programmable controller projects are constructed, operated and tested.
Prereq: EEM 251

EET 001 Lec: Lab: Cred:
Indicates credit given for electronics engineering technology course work transferred from another college for which there is no equivalent course at TTC.

EET 113 Lec: 2 Lab: 6 Cred: 4 ET
Electrical Circuits I
This course is a study of direct and alternating currents, covering resistance and impedance in series, parallel and series-parallel circuits using Ohm's Law, Kirchhoff's laws, and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.
Prereq: EGR 104 or advisor approval
Coreq: MAT 110 or MAT 170

EET 141 Lec: 3 Lab: 3 Cred: 4 ET
Electronic Circuits
This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting.
Prereq: EET 113

EET 145 Lec: 2 Lab: 6 Cred: 4 ET
Digital Circuits
This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed and tested.
Prereq: EGR 104 or EEM 117

EET 241 Lec: 3 Lab: 3 Cred: 4 ET
Electronic Communications
This course is a study of the theory of transmitters and receivers, with an emphasis on receivers, mixers, IF amplifiers and detectors. Some basic FCC rules and regulations also are covered.
Prereq: EET 141

EET 243 Lec: 2 Lab: 3 Cred: 3 ET
Data Communications
This course is a study of the techniques for sending and receiving information. Topics include media characteristics, modulation and demodulation, signal conversions, multiplexing and demultiplexing, protocols, industrial standards, networks, and error detection and correction. Circuits are modeled, constructed and tested.
Prereq: EET 145

EGR 001 Lec: Lab: Cred:
Indicates credit given for engineering technology course work transferred from another college for which there is no equivalent course at TTC.

EGR 104 Lec: 2 Lab: 3 Cred: 3
Engineering Technology Foundations
This problem-based course introduces the student to fundamental concepts of electrical, mechanical, thermal, fluids, optical and material systems related to engineering technology. Workplace readiness skills such as laboratory safety, communications and teamwork are integrated into the course.
Prereq: MAT 102, MAT 153, MAT 170 or equivalent test score

EGR 110 Lec: 2 Lab: 3 Cred: 3 ET
Introduction to Computer Environment
This course provides an overview of computer hardware, available software, operating systems and applications.
Prereq or Coreq: MAT 102, MAT 153 or MAT 170 or appropriate test scores

EGR 170 Lec: 2 Lab: 3 Cred: 3 ET
Engineering Materials
This course is a study of properties, material behaviors and applications.
Prereq: MAT 110

EGR 175 Lec: 2 Lab: 3 Cred: 3 ET
Manufacturing Processes
This course includes processes, alternatives and operations in the manufacturing environment. Key elements of manufacturing processes such as quality, materials management, personnel issues and industrial economics will be covered.
Prereq: MAT 102 or MAT 153 and ENG 101

EGR 190 Lec: 3 Lab: 0 Cred: 3 ET
Statics
This course is a study of forces and the effect of forces acting on bodies in equilibrium without motion.
Prereq: MAT 111 and ENG 101

EGR 230 Lec: 3 Lab: 3 Cred: 4 ET
Measurement Principles
This course is a study of basic control circuits and the common sensing elements, components and instruments which are used to measure temperature, pressure, flow, level and related phenomena. The study of calibration standards, accuracy and precision will also be covered.
Prereq: MAT 110

EGR 255 Lec: 1 Lab: 3 Cred: 2
Engineering Technology Senior Systems Project
This course includes an instructor-approved project which is designed, specified, constructed and tested. Projects may include elements of two or more engineering technology disciplines (i.e., EET, MET). This course is a capstone engineering technology course and is designed to be taken toward the end of the student's program of study.
Prereq: SPC 205 and advisor approval

EGR 260 Lec: 3 Lab: 0 Cred: 3 ET
Engineering Statics
This course introduces the principles of engineering mechanics as applied to forces and force systems. The techniques of vector mathematics are employed.
Prereq: MAT 240, PHY 221

EGR 262 Lec: 3 Lab: 0 Cred: 3 ET
Engineering Dynamics
This course introduces the principles of engineering as applied to kinematics and kinetics of particles and rigid bodies. The techniques of vector mathematics are employed.
Prereq: EGR 260

EGR 264 Lec: 3 Lab: 0 Cred: 3 ET
Introduction to Engineering Mechanics of Solids
This course covers the relationships between external loads on solid bodies or members and the resulting internal effects and dimensional changes.
Prereq: EGR 260

EGR 266 Lec: 3 Lab: 0 Cred: 3 ET
Engineering Thermodynamics Fundamentals
This course introduces the first and second laws of thermodynamics as applied to engineering systems.
Prereq: MAT 240

EGR 270 Lec: 2 Lab: 3 Cred: 3 ET
Introduction to Engineering
This course covers the applications of computers in engineering practices, including the use of an appropriate operating system, programming in a high-level language, spreadsheets and word processing applications.
Prereq: MAT 111 or MAT 112

EGR 273 Lec: 1 Lab: 3 Cred: 2 ET
Problem Solving for Engineers
This course covers basic problem-solving techniques as applied to the engineering profession.
Prereq: EGR 270, ECE 221
Coreq: ECE 221

EGR 275 Lec: 2 Lab: 3 Cred: 3 ET
Introduction to Engineering/Computer Graphics
This course is a study of basic graphical concepts needed for engineering applications.
Prereq or Coreq: MAT 110

EGR 282 Lec: 1 Lab: 3 Cred: 2 ET
Introduction to Civil Engineering
This course covers the engineering process from problem formulation to creative design through practical solution of civil engineering problems.
Prereq: MAT 111 or MAT 112

EGR 285 Lec: 3 Lab: 0 Cred: 3 ET
Engineering Surveying I
This course covers linear measurements, leveling, compass and transit/theodolite, theory of errors, areas, stadia, coordinate geometry, state plane coordinates and standard map projections. In addition, it covers latitudes and departures, construction field control, legal aspects of land surveying and public land surveys.
Coreq: MAT 140, EGR 295, EGR 275

EGR 286 Lec: 3 Lab: 0 Cred: 3 ET
Engineering Surveying II
This course covers land surveying and boundary laws, public land surveys, topographic mapping, horizontal and vertical curves, lot calculations, and engineering astronomy. In addition, it covers geospatial representation that includes topographic mapping, advanced adjustments using least squares procedures, map projection, state plan coordinator, astronomic control for mapping, Global Positioning Systems (GPS), Geographic Information Systems (GIS) and remote sensing.
Prereq: EGR 285, MAT 140
Coreq: EGR 296

EGR 295 Lec: 0 Lab: 3 Cred: 1 ET
Engineering Surveying Lab I
This course covers horizontal control including distance and angular measurements, traversing and preparation of a plat, and vertical control including the performance of a level loop. It includes application of principles introduced in EGR 285.
Coreq: EGR 285

EGR 296 Lec: 0 Lab: 3 Cred: 1 ET
Engineering Surveying Lab II
This course covers locating buildings and other objects within a boundary survey, performing a topographic survey, preparing a topographic map and staking out a horizontal curve. In addition, it covers Global Positioning systems mapping controls, Geographic Information Systems applications and application of principles introduced in EGR 286.
Coreq: EGR 286

EGT 001 Lec: Lab: Cred:
Indicates credit given for engineering graphics course work transferred from another college for which there is no equivalent course at TTC.

EGT 106 Lec: 3 Lab: 0 Cred: 3 ET
Print Reading and Sketching
This course covers the interpretation of basic engineering drawings and sketching techniques for making multiview pictorial representations.

EGT 109 Lec: 2 Lab: 3 Cred: 3 ET
Introduction to Engineering Design Graphics
This course studies basic graphical concepts for engineering graphics, including freehand sketching and computer applications for engineering graphics.
Prereq: MAT 101 or MAT 152 or appropriate test scores

EGT 114 Lec: 2 Lab: 0 Cred: 2 ET
Welding Print Basics
This course covers the fundamentals of print reading for welding applications.

EGT 115 Lec: 2 Lab: 6 Cred: 4 ET
Engineering Graphics II
This course in engineering graphics science includes additional drawing techniques for industrial applications. Mechanical detail and assembly drawings will be emphasized. Topics include section views, descriptive geometry, developments, threads and fasteners.
Prereq or Coreq: EGT 151

EGT 117 Lec: 2 Lab: 0 Cred: 2 ET
Welding Print Principles
This course covers welding symbols and their application to pipe fabrication.
Prereq: EGT 114

EGT 130 Lec: 2 Lab: 3 Cred: 3 ET
Geometric Dimensioning and Tolerancing Applications
This course covers interpreting, calculating tolerances, inspecting, computing geometrics of rejected parts, and analyzing the concepts of geometric control.

EGT 151 Lec: 2 Lab: 3 Cred: 3 ET
Introduction to CAD
This course covers the operation of a computer-aided drafting system. The course includes interaction with a CAD station to produce technical drawings.
Prereq: EGR 275 or EGT 109

EGT 152 Lec: 2 Lab: 3 Cred: 3 ET
Fundamentals of CAD
This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool.
Prereq: EGT 151

EGT 210 Lec: 2 Lab: 6 Cred: 4 ET
Engineering Graphics III
This advanced course in engineering graphics science covers the production of technical working drawings. Computer-aided drafting techniques are included.
Prereq: EGT 115

EGT 220 Lec: 4 Lab: 0 Cred: 4 ET
Structural and Piping Application
This advanced drawing course covers structural steel and process piping applications.
Prereq: EGT 115, EGT 151

EGT 245 Lec: 2 Lab: 3 Cred: 3 ET
Principles of Parametric CAD
This course is the study of 3-D product and machine design utilizing state-of-the-art parametric design software.
Prereq: EGT 152 or departmental approval

EGT 251 Lec: 2 Lab: 3 Cred: 3 ET
Principles of CAD
This course includes the additional use of CAD software for production of technical drawings and related documentation.
Prereq: EGT 152

EGT 252 Lec: 2 Lab: 3 Cred: 3 ET
Advanced Computer Aided Design
This course covers advanced concepts of CAD software and applications. The primary focus is on generating 3-D wireframe, surfaced and solid models.
Prereq: EGT 152

EGT 257 Lec: 2 Lab: 3 Cred: 3 ET
Advanced Civil CAD
This course is a study of the advanced use of CAD in the field of civil engineering. Students will complete drawing projects using concepts related to planning, data capture and project design.
Prereq: EGT 151 or departmental approval

EGT 265 Lec: 2 Lab: 3 Cred: 3 ET
CAD/CAM Applications
This course uses all available CAD skills to produce advanced drawings. The use of solids modeling, CAM and desktop publishing application packages are studied.
Prereq: EGT 252 or departmental approval

ELW 110 Lec: 1 Lab: 3 Cred: 2 ET
Electrical Computations
This course introduces the fundamental applications of mathematics that are used by an electrical line technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas and usage of a scientific calculator.

ELW 111 Lec: 2 Lab: 3 Cred: 3 ET
Introduction to Electrical Line Worker
This course introduces basic principles of electricity, safety standards and basic line worker tools. Topics include electrical distribution systems and components, line installation and maintenance applications.
Prereq: ELW 110

ELW 112 Lec: 2 Lab: 3 Cred: 3 ET
Introduction to Electricity
This course introduces the fundamental concepts of electricity and test equipment to non-electrical/ electronic majors. Topics include basic DC and AC principles, components and operation of test equipment.
Prereq: ELW 110

ELW 113 Lec: 2 Lab: 3 Cred: 3 ET
National Electrical Safety Code
This course covers the use of the current National Electrical Safety Code. Topics include terms, basic components meters, overhead and underground line construction and maintenance procedures.
Prereq: ELW 112

ELW 114 Lec: 2 Lab: 3 Cred: 3 ET
Overhead Line Construction I
This course introduces the basics of overhead power line construction. Topics include safe work habits, protective equipment and pole-climbing techniques.
Prereq: ELW 111

ELW 115 Lec: 2 Lab: 3 Cred: 3 ET
Overhead Line Construction II
This course introduces overhead line maintenance, construction, and framing as well as the safe working practices and procedures for working off a pole using hooks.
Prereq: ELW 114

ELW 116 Lec: 2 Lab: 3 Cred: 3 ET
Overhead Line Construction III
This course introduces the phase of energized line work, including the use of aerial lifts and the application of rubber protective equipment.
Prereq: ELW 115

ELW 117 Lec: 2 Lab: 3 Cred: 3 ET
Overhead Line Construction IV
This course introduces regulators, transformer connections, reclosures, fuses, lightning arresters and troubleshooting of primary and secondary outages.
Prereq: ELW 116

ELW 211 Lec: 2 Lab: 3 Cred: 3 ET
Underground Line Construction I
This course introduces underground line distribution systems, including terminators, elbows, transformers, underground installations and safety practices.
Prereq: ELW 111

ELW 212 Lec: 2 Lab: 3 Cred: 3 ET
Underground Line Construction II
This course covers troubleshooting of underground systems and associated equipment including fault locating, single and three-phase enclosures, and overhead/underground terminations.
Prereq: ELW 211

ELW 221 Lec: 2 Lab: 3 Cred: 3 ET
Advanced Line Construction
This course introduces advanced line construction concepts, including worksite safety practices, excavations, digital paneling for regulators and reclosure, lightning protection and traffic control devices.
Prereq: ELW 117 and ELW 212

ELW 231 Lec: 2 Lab: 3 Cred: 3 ET
Electrical Power Systems
This course covers the basic principles of electrical power systems, including transmission lines, generator and transformer characteristics, fault detection and correction, interpretation of line diagrams, and performance of per unit calculations for circuit performance analysis.
Prereq: ELW 112

EMS 110 Lec: 3 Lab: 6 Cred: 5 AH
Basic Emergency Medical Care
This is an introductory course to the health care system and the function, role and responsibility of emergency medical providers within the system. Emphasis is placed on legal and ethical practices and stress management. A team approach is emphasized in the study of the initial assessment and management of illness and injury.
Prereq: Acceptance to EMT program

EMS 111 Lec: 3 Lab: 6 Cred: 5 AH
Intermediate Emergency Care
This course is a study of the concepts and skills related to general patient assessment, initial management of life-threatening emergencies, airway management, pulmonary ventilation and oxygen administration, the pathophysiology of shock and treatment modalities for the shock syndrome, and pharmacological actions of groups of drugs and fluids. Emphasis is placed on administration of medication and fluid therapy, basic vehicle extrication and rescue.
Prereq: EMS 110

EMS 114 Lec: 1 Lab: 3 Cred: 2 AH
Emergency Vehicle Operations Management
This course covers the fundamental skills necessary for safe and effective management of an emergency vehicle including the use of lights and sirens, safe driving techniques and vehicle maintenance.
Prereq: EMS 110

EMS 120 Lec: 3 Lab: 0 Cred: 3 AH
Pharmacology
This course is a study of concepts related to the pharmacological actions of groups of drugs and includes the development of skills related to the administration of medications and intravenous therapy. Physiology of systems affected by drug action is also included in the course.
Prereq: EMS 110

EMS 210 Lec: 5 Lab: 0 Cred: 5 AH
Advanced Emergency Medical Care I
This course is a study of concepts related to EMS communications, trauma, obstetric/gynecological emergencies, neonatal transport, psychiatric emergencies, central nervous systems, GI/GU systems, anaphylaxis, toxilogic emergencies, drug abuse, infectious diseases, geriatric and pediatric patients, and environmentally related emergencies.
Prereq: EMS 110
Coreq: EMS 211

EMS 211 Lec: 1 Lab: 6 Cred: 3 AH
Advanced Clinical Experience I
This course includes hospital clinical experiences in obstetrics (labor/delivery), pediatrics and emergency/trauma settings.
Prereq: EMS 110
Coreq: EMS 210

EMS 213 Lec: 4 Lab: 0 Cred: 4 AH
Advanced Emergency Medical Care II
This course is a study of the concepts and skills related to care of specific medical problems. Emphasis is placed on the pathophysiology and treatment modalities related to the respiratory system, cardiovascular system and the endocrine system. Concepts related to the classification, therapeutic actions and side effects of common chemotherapeutic agents are emphasized.
Prereq: EMS 210, EMS 211

EMS 214 Lec: 1 Lab: 6 Cred: 3 AH
Advanced Clinical Experience II
This course includes hospital clinical experiences in coronary care and emergency and trauma settings.
Prereq: EMS 210, EMS 211
Coreq: EMS 210, EMS 211 and EMS 213

EMS 216 Lec: 4 Lab: 0 Cred: 4 AH
Principles of Rescue
This course covers concepts and skills related to the access, stabilization, packaging and removal of patients trapped in wrecked vehicles, endangered by hazardous materials, trapped by structural members, and endangered due to location. Focus is on vehicle rescue, water rescue, remote slope rescue, rescue from hazardous situations and rescue from mass casualty situations.
Prereq: EMS 254

EMS 217 Lec: 1 Lab: 3 Cred: 2 AH
Introduction to Electrocardiography
This course covers the basic principles of recognizing and interpreting EKG tracings. Laboratory emphasis is placed on the operation of electrocardiographic equipment.
Prereq: EMS 111

EMS 218 Lec: 2 Lab: 0 Cred: 2 AH
EMS Management Seminar
This course covers concepts related to the application of management skills to emergency medical services. Focus is on common problems which occur in the work setting, utilizing a problem-solving approach.
Prereq: EMS 210

EMS 220 Lec: 0 Lab: 9 Cred: 3 AH
Paramedic Internship I
This course includes experiences with advanced life support emergency medical service providers.
Prereq or Coreq: EMS 210 and EMS 211

EMS 221 Lec: 0 Lab: 9 Cred: 3 AH
Paramedic Internship II
This course builds on the experiences gained in Paramedic Internship I. Focus is on the students and their ability to apply knowledge gained in the classroom during emergency situations while treating a wide variety of patients in different situations.
Prereq: EMS 220

EMS 222 Lec: 0 Lab: 9 Cred: 3 AH
Paramedic Internship III
This course builds on the experiences gained in Paramedic Internship II. Focus is centered on the student's ability to function as the EMS team leader and direct patient care in any emergency situation.
Prereq: EMS 221

EMS 250 Lec: 5 Lab: 0 Cred: 5 AH
Advanced Placement Paramedic Care I
This course focuses on advanced theory of respiratory, cardiac, endocrine, neurological, pharmacological, disease pathophysiology and assessment.
Prereq: Current South Carolina paramedic certification, program admission and approval from program coordinator

EMS 251 Lec: 4 Lab: 0 Cred: 4 AH
Advanced Placement Paramedic Care II
This course focuses on advanced theory of OB/GYN, neonatal, pediatric, GI/GU, toxicological, environmental and geriatric diseases.
Prereq: EMS 250

EMS 252 Lec: 3 Lab: 0 Cred: 3 AH
Advanced Placement EMS Clinical Experience I
This course covers physician- or clinician-directed clinical experiences in cardiothoracic and emergency/trauma interventions and assessments.
Prereq: Current South Carolina paramedic certification, program admission and approval from course coordinator

EMS 253 Lec: 3 Lab: 0 Cred: 3 AH
Advanced Placement EMS Clinical Experience II
This course covers physician or clinician-directed experiences in OB, pediatrics and trauma.
Prereq: EMS 252

EMS 254 Lec: 3 Lab: 0 Cred: 3 AH
Advanced Placement EMS Internship Experience I
This course covers the application of theory to develop clinical skills and knowledge, and problem-solving ability.
Prereq: Current South Carolina paramedic certification, program admission and approval from course coordinator

EMS 255 Lec: 3 Lab: 0 Cred: 3 AH
Advanced Placement EMS Internship Experience II
This course uses theory to develop administrative skills and knowledge, and problem-solving ability.
Prereq: EMS 254

ENG 013 Lec: 1 Lab: 0 Cred: 1 LC
Developmental English (Challenge)
This course is intended for students who need assistance in basic writing. Based on assessment of student needs, instruction includes writing short compositions in which students demonstrate mastery of mechanics, word usage and sentence structure. This course is an option for the student whose performance on the TTC placement test places him or her in Developmental English (ENG 032), but whose scores fall within the challenge range. This one-credit course provides 15 contact hours of study and review for students who only need a short course to satisfy the competencies of Developmental English (ENG 032). The successful student will pass the departmental examination and may enroll in the next level of course. (Nondegree credit)
Prereq: Students who score within the challenge range for the course are recommended to enroll in this course. The student's advisor should confirm that the student's placement score on writing skills falls within the qualifying range.

ENG 032 Lec: 3 Lab: 0 Cred: 3 LC
Developmental English
Developmental English is intended for students who need assistance in basic writing. Based on assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage and sentence structure. (Nondegree credit)
Prereq: Appropriate test score

ENG 100 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to Composition
This course is a study of basic writing and may include a review of usage. Appropriate literary selections serve as the basis for writing assignments. (Nondegree credit)
Prereq: Appropriate test scores, writing sample or satisfactory completion of ENG 032 or ENG 013

ENG 101 Lec: 3 Lab: 0 Cred: 3 HS
English Composition I
This course is a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. It also reviews standard usage and presents basic research techniques.
Prereq: ENG 100 with a minimum grade of C, appropriate test scores or writing sample

ENG 102 Lec: 3 Lab: 0 Cred: 3 HS
English Composition II
This course includes the development of writing skills through logical organization, effective style, literary analysis, research and an introduction to literary genres.
Prereq: ENG 101 with a minimum grade of C

ENG 150 Lec: 3 Lab: 0 Cred: 3 HS
Basic Communications
This course develops practical oral and written communication skills.
Prereq: Students must meet placement test score criteria for ENG 100

ENG 201 Lec: 3 Lab: 0 Cred: 3 HS
American Literature I
This course is a study of American literature from the colonial period to the Civil War.
Prereq: ENG 102

ENG 202 Lec: 3 Lab: 0 Cred: 3 HS
American Literature II
This course is a study of American literature from the Civil War to the present.
Prereq: ENG 102

ENG 203 Lec: 3 Lab: 0 Cred: 3 HS
American Literature Survey
This course is a survey of American literature: major authors, genres and periods.
Prereq: ENG 102

ENG 205 Lec: 3 Lab: 0 Cred: 3 HS
English Literature I
This course covers the study of English literature from the Old English period to the Romantic period with emphasis on major writers and periods.
Prereq: ENG 102

ENG 206 Lec: 3 Lab: 0 Cred: 3 HS
English Literature II
This course covers the study of English literature from the Romantic period to the present with emphasis on major writers and periods.
Prereq: ENG 102

ENG 208 Lec: 3 Lab: 0 Cred: 3 HS
World Literature I
This course is a study of masterpieces of world literature in translation from the ancient world to the 16th century.
Prereq: ENG 102

ENG 209 Lec: 3 Lab: 0 Cred: 3 HS
World Literature II
This course is a study of masterpieces of world literature in translation from the 17th century to the present.
Prereq: ENG 102

ENG 214 Lec: 3 Lab: 0 Cred: 3 HS
Fiction
This course is a study of fiction from several cultures. Emphasis is on the nature of genres and appropriate reading strategies.
Prereq: ENG 102

ENG 236 Lec: 3 Lab: 0 Cred: 3 HS
African-American Literature
This course is a critical study of African-American literature examined from historical, social, and psychological perspectives.
Prereq: ENG 102

ENG 238 Lec: 3 Lab: 0 Cred: 3 HS
Creative Writing
This course presents techniques of creative writing in various genres. The student learns to analyze and apply the techniques, styles and forms of prose fiction, poetry or drama through extensive writing and reading.
Prereq: ENG 102

ENG 260 Lec: 3 Lab: 0 Cred: 3 HS
Advanced Technical Communications
This course develops skills in research techniques and increases proficiency in written and oral technical communications by focusing on all phases of the preparation of a formal, fully documented technical project. Since it requires the ability to do independent problem solving in the student's major area of study, the course is designed for students who are near the end of their programs.
Prereq: ENG 101 with a minimum grade of C

ENG 299 Lec: 3 Lab: 0 Cred: 3 HS
Special Topics in English
This course focuses on a specific purpose for, issue in, or type of English such as South Carolina literature, writing for the Web, or a history of literature censorship in the U.S.
Prereq: ENG 102

ESL 011 Lec: 0 Lab: 3 Cred: 1 LC
ESL Pronunciation Skills Lab I
This course is intended for non-native English-speaking students who need assistance in developing and improving listening and speaking skills, written communication skills and basic English grammar. This course focuses on production of the sounds of English in meaningful contexts and the use of rhythm, stress and intonation to facilitate successful oral communication. (Nondegree credit)

ESL 012 Lec: 0 Lab: 3 Cred: 1 LC
ESL Grammar Lab I
This course is intended for non-native English-speaking students who need assistance in developing and improving listening and speaking skills, written communication skills and basic English grammar. This course focuses on the basic terminology of English grammar, parts of speech, verb forms and tenses, preposition combinations, and idioms used in oral communication and writing for academic purposes. (Nondegree credit)

ESL 013 Lec: 0 Lab: 3 Cred: 1 LC
Vocabulary Skills for ESL
This course is intended for non-native English-speaking students who need assistance in developing and improving listening and speaking skills, written communication skills, and basic English grammar. This course focuses on acquisition of vocabulary needed for survival and work-related, career, social, personal and academic purposes and includes a study of common prefixes, suffixes and root words. (Nondegree credit)

ESL 014 Lec: 0 Lab: 3 Cred: 1 LC
Introduction to Writing for ESL Speakers
This course is intended for non-native English-speaking students who need assistance in developing and improving listening and speaking skills, written communication skills and basic English grammar. This course focuses on development of sentence skills and the paragraph to describe, compare, contrast, analyze and define, and includes a study of punctuation and transition expressions. (Nondegree credit)

ESL 015 Lec: 0 Lab: 3 Cred: 1 LC
ESL Language and Communication Skills
This course is intended for non-native English-speaking students who need assistance in developing and improving listening and speaking skills, written communication skills and basic English grammar. This multi-level course focuses on integrating the basic ESL skills with critical thinking skills to improve competence in all aspects of English. (Nondegree credit)

ESL 016 Lec: 0 Lab: 3 Cred: 1 LC
ESL Pronunciation Skills Lab II
This course is intended for non-native English-speaking students who need assistance in developing listening and speaking skills, written communication skills and basic English grammar. This course focuses on production of a variety of sounds unique to English in the context of conversation and emphasizes the role of rhythm, pitch, stress and intonation to improve pronunciation and reduce accents. (Nondegree credit)

ESL 017 Lec: 0 Lab: 3 Cred: 1 LC
ESL Grammar Lab II
This course is intended for non-native English-speaking students who need assistance in developing and improving listening and speaking skills, written communication skills and basic English grammar. This course focuses on more complex grammar structures needed to express relationships between ideas in both oral and written communication. (Nondegree credit)

ESL 018 Lec: 0 Lab: 3 Cred: 1 LC
Reading Comprehension Skills for ESL
This course is intended for non-native English-speaking students who need assistance in developing and improving listening and speaking skills, written communication skills and basic English grammar. This course introduces students to strategies and skills, including vocabulary development, to improve reading skills for academic purposes. (Nondegree credit)

ESL 019 Lec: 0 Lab: 3 Cred: 1 LC
Writing Lab for ESL Speakers
This course is intended for non-native English-speaking students who need assistance in developing and improving listening and speaking skills, written communication skills and basic English grammar. This course focuses on development of basic writing skills needed for success in English courses and successful completion of academic writing assignments. (Nondegree credit)

EVT 101 Lec: 3 Lab: 0 Cred: 3 SM
Man and His Environment
This course introduces the field of environmental science. Aspects of current environmental issues and the effects of pollution on local, state, national and worldwide scales are included.

EVT 110 Lec: 3 Lab: 0 Cred: 3 SM
Introduction to Treatment Facilities
This course covers the physical, chemical and biological principles of operation of water and wastewater treatment systems. The basic unit processes, control parameters and mathematical problem solving related to collection systems, treatment facilities and distribution systems are introduced.
Prereq: CHM 110. The prerequisite for this course should have been taken in the last five years.
Coreq: CHM 110

EVT 154 Lec: 3 Lab: 3 Cred: 4 SM
Chemistry of Hazardous Materials
This course studies the chemistry of hazardous materials with emphasis on identification, hazard determination, chemical stability, chemical compatibility, rate and transport phenomena to include photolysis, hydrolysis, oxidation-reduction, and biotransformation reactions, persistence and toxicity.

EVT 201 Lec: 2 Lab: 3 Cred: 3 SM
Environmental Science
This course introduces the basic principles of environmental science; including ecology; energy resources; waste management; and air, water and soil pollution.

EVT 210 Lec: 3 Lab: 0 Cred: 3 SM
Introduction to Environmental Law
This course provides an introduction to the U.S. legal system, legal terminology, and the major federal and state legislation related to environmental protection and pollution control.

EVT 222 Lec: 3 Lab: 3 Cred: 4 SM
Environmental Microbiology
This course studies environmental microbiology, including air microbiology, water microbiology and soil microbiology.

EVT 224 Lec: 3 Lab: 3 Cred: 4 SM
Environmental Chemical Analyses
This course covers the science of chemistry as it relates to environmental quality and pollution control. Analytical techniques are studied and demonstrated in the laboratory.
Prereq: CHM 110. The prerequisite for this course should have been taken in the last five years.

EVT 230 Lec: 2 Lab: 3 Cred: 3 SM
X-Ray Fluorescence Technology
This course introduces the basic principles of X-ray fluorescence technology applicable to the analysis of lead-based paint in residential housing and public and commercial buildings.

EVT 250 Lec: 3 Lab: 0 Cred: 3 SM
Solid Waste Management
This course covers problems associated with solid waste management and disposal. Waste minimization, recycling and disposal methods such as sanitary landfills and incineration are covered.

EVT 251 Lec: 3 Lab: 0 Cred: 3 SM
Health Effects of Hazardous Materials
This course covers the means by which chemicals in the environment or the workplace may enter the human body and cause harm. Types of protective clothing and equipment used to reduce the hazard of exposure to such materials are included.

EVT 254 Lec: 2 Lab: 3 Cred: 3 SM
Industrial Safety and Emergency Response
This course covers state and federal regulations related to worker safety, industrial hygiene and response to emergency situations. Emphasis is placed on response to releases of hazardous materials.

EVT 256 Lec: 3 Lab: 0 Cred: 3 SM
Hazardous Waste
This course covers state and federal regulations related to management and disposal of hazardous waste. Problem areas and detailed procedures for compliance are studied.

EVT 260 Lec: 3 Lab: 0 Cred: 3 SM
Air Pollution Control Systems
This course covers air quality problems, federal and state regulatory mechanisms, and the types of emission control technology currently available. Monitoring emissions and ambient air quality are addressed.

FLG 001 Lec: Lab: Cred:
Indicates credit given for foreign language course work transferred from another college for which there is no equivalent course at TTC.

FLM 148 Lec: 2 Lab: 3 Cred: 3 FV
Basic Editing
This course covers the fundamentals of film editing. Students will produce several short film projects that will require the mastery of various cutting techniques.

FLM 150 Lec: 2 Lab: 3 Cred: 3 FV
Pre-Production
This course is an introductory overview of the film-making process.

FLM 152 Lec: 2 Lab: 3 Cred: 3 FV
Film Equipment
This course is an introduction to motion picture film and equipment. Course emphasizes use of motion picture cameras and support equipment.

FLM 153 Lec: 2 Lab: 3 Cred: 3 FV
Film Lighting
This course is an introduction to film lighting techniques and equipment. This course will also include advanced techniques used to light sets for feature films and commercials.
Prereq: RTV 102

FLM 155 Lec: 2 Lab: 3 Cred: 3 FV
Film Production I
This course covers general film production, including the mechanics of a screenplay, scheduling and scouting locations, and the operation of motion picture equipment.

FLM 156 Lec: 2 Lab: 3 Cred: 3 FV
Film Production II
This course covers film production emphasizing post-production techniques and equipment.
Prereq: FLM 155 or approval of department head

FLM 157 Lec: 2 Lab: 3 Cred: 3 FV
Set Construction/Props/Art
This course introduces set construction and prop building for motion pictures as well as the workings of the art department from design to set dressing.

FLM 158 Lec: 2 Lab: 3 Cred: 3 FV
Post-Production
This course covers traditional editing and editing theory. Industry-standard software will be introduced.

FLM 159 Lec: 2 Lab: 3 Cred: 3 FV
Digital Distribution
This course covers distribution options for digital media, including DVDs, audio and video streaming via the Internet, and wireless podcasting.
Prereq: FLM 148 or approval of department head

FLM 168 Lec: 2 Lab: 3 Cred: 3 FV
Advanced Post-Production I
This course will provide training in post-production techniques that may include sound, titling and/or image manipulation for non-linear editing. Students will use industry-standard software to construct specific visual effects.

FLM 169 Lec: 2 Lab: 3 Cred: 3 FV
Advanced Post-Production II
This is a continuation of Advanced Post-Production I.
Prereq: FLM 168 or approval of department head

FLM 178 Lec: 2 Lab: 3 Cred: 3 FV
Advanced Editing
This course is a study of the editing skills needed to produce a short film. This course is designed to develop skills in animation and graphics. Students will use Maya software to achieve specific visual effects.
Prereq: FLM 148 or approval of department head

FLM 179 Lec: 2 Lab: 3 Cred: 3 FV
Senior Film Editing
Student will study use of industry-standard software to achieve sophisticated visual effects. This course will provide students with advanced editing skills, particularly in the use of animation and modeling software.
Prereq: FLM 169 or approval of department head

FLM 180 Lec: 0.5 Lab: 1.5 Cred: 1 FV
Special Topics in Film I
This course covers special topics and issues in film production related to equipment and technology as they emerge in the film industry.
Prereq: Approval of department head

FLM 230 Lec: 2 Lab: 3 Cred: 3 FV
Animation Production
This course covers how to produce animated films and includes an understanding of cameraless animation, flip books, inbetweening, cel painting, 3-D animation and other forms of single-frame movement.

FLM 240 Lec: 2 Lab: 3 Cred: 3 FV
Insert Stage Techniques
This course is a study of insert stage techniques used in developing professional imagery.
Prereq: RTV 140

FLM 248 Lec: 2 Lab: 3 Cred: 3 FV
Film Editing Capstone
This course is designed to integrate the knowledge and skills from all previous film editing courses. A comprehensive review of skills acquired in prerequisite courses and more advanced hands-on skill competencies are included.
Prereq: FLM 148 or approval of department head

FLM 250 Lec: 2 Lab: 3 Cred: 3 FV
Film Production Senior Project
This senior project course integrates knowledge and skill from all previous film courses. A comprehensive review, detailed content material and advanced hands-on skill competencies are included.
Prereq: Approval of department head

FLM 252 Lec: 2 Lab: 3 Cred: 3 FV
Cinematography
This course covers advanced knowledge, practices and skills used by cinematographers and directors of photography.
Prereq: FLM 152

FLM 255 Lec: 0 Lab: 9 Cred: 3 FV
Film Production III
This course is designed to enable students to produce a short independent film. The entire class works as crew of the film project, which is supervised by professionals in the industry. Students are involved in every aspect of the film production process: casting, rehearsing, shooting and editing the project.
Prereq: FLM 150 and FLM 155 or approval of department head

FLM 256 Lec: 1 Lab: 6 Cred: 3 FV
Film Production IV
This course is for students wishing to do a small independent film.
Prereq: Approval of department head; restricted to film majors

FLM 260 Lec: 1 Lab: 6 Cred: 3 FV
Professional Experience in Film
This is a course with variable content. Emphasis is on specialized job-related training that is not included in other required courses. This course is offered every semester as an independent study. May substitute for a FLM/RTV course; see advisor.
Prereq: Restricted to majors

FLM 261 Lec: 1 Lab: 6 Cred: 3 FV
Professional Experience in Film II
This course continues FLM 260, Professional Experience in Film. This course has variable content with emphasis on specialized job-related training that is not included in other required courses. This course is offered each semester as an independent study. May substitute for a FLM/RTV course, see advisor.
Prereq: Restricted to majors

FLM 265 Lec: 2 Lab: 3 Cred: 3 FV
Documentary Filmmaking
This courses covers the techniques and procedures used to produce a short documentary project.
Prereq: FLM 148 and RTV 144 or approval of department head

FLM 269 Lec: 4 Lab: 6 Cred: 6 FV
Film Production Practicum
This course provides an environment for students to work with industry professionals on a short film project. Students are involved in every aspect of the film production process, from pre-production through production.
Prereq: FLM 150 and FLM 155 or approval of department head

FLM 272 Lec: 2 Lab: 3 Cred: 3 FV
Directing for the Camera
This course is an introduction to directing techniques that can help actors and crew to ensure a successful project.
Prereq: FLM 155

FLM 290 Lec: 2 Lab: 3 Cred: 3 FV
Contemporary Film Issues
This course covers various issues in film such as women in film, minorities in film, the independents, experimental filmmaking and other issues. The class also views and discusses foreign (European, Japanese, Canadian and Soviet) films.
Prereq: ART 105

FRE 001 Lec: Lab: Cred:
Indicates credit given for French course work transferred from another college for which there is no equivalent course at TTC.

FRE 101 Lec: 4 Lab: 0 Cred: 4 HS
Elementary French I
This course consists of a study of the four basic language skills: listening, speaking, reading and writing. The course includes an introduction to French culture.

FRE 102 Lec: 4 Lab: 0 Cred: 4 HS
Elementary French II
This course continues the development of basic language skills and includes a study of French culture.
Prereq: FRE 101 or specified French placement test scores

FRE 201 Lec: 3 Lab: 0 Cred: 3 HS
Intermediate French I
This course is a review of French grammar with attention given to complex grammatical structures and reading difficult prose.
Prereq: FRE 102 or specified French placement test scores

FRE 202 Lec: 3 Lab: 0 Cred: 3 HS
Intermediate French II
This course continues the review of French grammar with attention given to more complex grammatical structures and reading more difficult prose.
Prereq: FRE 201 or specified French placement test scores

GEO 102 Lec: 3 Lab: 0 Cred: 3 HS
World Geography
This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia and Africa. Diversity of each region is emphasized by examining its physical environment; natural resources; and social, cultural, economic and political systems.

GER 001 Lec: Lab: Cred:
Indicates credit given for German course work transferred from another college for which there is no equivalent course at TTC.

GER 101 Lec: 4 Lab: 0 Cred: 4 HS
Elementary German I
This course is a study of the four basic language skills: listening, speaking, reading and writing. The course includes an introduction to German culture.

GER 102 Lec: 4 Lab: 0 Cred: 4 HS
Elementary German II
This course continues the development of the four basic language skills and the study of German culture.
Prereq: GER 101

GER 201 Lec: 3 Lab: 0 Cred: 3 HS
Intermediate German I
This course is a review of German grammar with attention given to complex grammatical structures and reading difficult prose.
Prereq: GER 102

GER 202 Lec: 3 Lab: 0 Cred: 3 HS
Intermediate German II
This course continues the review of German grammar with attention given to more complex grammatical structures and reading more difficult prose.
Prereq: GER 201

GMT 250 Lec: 1.5 Lab: 4.5 Cred: 3 ET
Evidence Procedures for Boundary Control
This course is a study of the role of surveyor in retracing land boundaries; methods of boundary establishment; classification and analysis of boundary evidence; laws governing riparian boundaries; preparing deed descriptions and survey plats; preservation of survey evidence; surveyor as expert witness; and ethics, liability and professionalism in surveying. This course also includes the acquisition of field data and its use in preparing subdivision plats using land development computer software.
Prereq: CET 205, EGT 151

HIM 110 Lec: 3 Lab: 0 Cred: 3 AH
Health Information Science I
This course provides an in-depth study of the content, storage, retrieval, control and retention of health information systems.
Prereq: CPT 101

HIM 130 Lec: 3 Lab: 0 Cred: 3 AH
Billing and Reimbursement
This course provides an introduction to medical insurance billing and reimbursement practices with emphasis on the primary payers such as Medicare and Medicaid.
Prereq: HIM 110

HIM 140 Lec: 3 Lab: 0 Cred: 3 AH
Current Procedural Terminology I
This course provides a basic to intermediate study of the CPT-4 and HCPCS coding and classification systems particular to the physician office setting. Students learn to assign codes to capture the professional component of services provided.
Prereq: Acceptance into the coding program, HIM 110, HIM 216, AHS 170

HIM 141 Lec: 2 Lab: 3 Cred: 3 AH
Current Procedural Terminology II
This course provides a basic to intermediate study of the CPT-4 and HCPCS coding and classification systems with respect to surgical outpatient facilities and hospitals.
Prereq: HIM 140

HIM 150 Lec: 2 Lab: 3 Cred: 3 AH
Coding Practicum I
This course provides clinical practice in the application of basic coding and classification system guidelines in selected health care facilities.
Prereq: HIM 140, HIM 225

HIM 216 Lec: 2 Lab: 3 Cred: 3 AH
Coding and Classification I
This course includes a study of disease, procedural coding and classification systems.
Prereq: HIM 110

HIM 225 Lec: 2 Lab: 3 Cred: 3 AH
Coding and Classification II
This course provides a study of advanced coding and classification systems.
Prereq: HIM 216

HIM 228 Lec: 2 Lab: 0 Cred: 2 AH
Coding Seminars
This course includes specific assigned coding projects and certification examination preparation.
Prereq: HIM 150

HIM 264 Lec: 0 Lab: 12 Cred: 4 AH
Clinical Practice IV
This course provides clinical practice in the application of health information system theory in selected health care facilities. Focus is on the application of inpatient and outpatient coding and classification system guidelines.
Prereq: HIM 150

HIM 266 Lec: 3 Lab: 0 Cred: 3 AH
Computers in Health Care
This course covers hardware and software components of computers for medical record applications, methods of controlling accuracy and security of data in computer systems, record linkage and data-sharing concepts.
Prereq: HIM 110
Coreq: HIM 130

HIS 001 Lec: Lab: Cred:
Indicates credit given for History course work transferred from another college for which there is no equivalent course at TTC.

HIS 101 Lec: 3 Lab: 0 Cred: 3 HS
Western Civilization to 1689
This course is a survey of Western civilization from ancient times to 1689, including the major political, social, economic and intellectual factors shaping the Western cultural tradition.
Prereq: ENG 100 or appropriate test score

HIS 102 Lec: 3 Lab: 0 Cred: 3 HS
Western Civilization Post 1689
This course is a survey of Western civilization from 1689 to the present, including major political, social, economic and intellectual factors that shaped the modern Western world.
Prereq: ENG 100 or appropriate test score

HIS 104 Lec: 3 Lab: 0 Cred: 3 HS
World History I
This course covers world history from prehistory to circa 1500 A.D., focusing on economic, social, political and cultural aspects of people before the onset of Western dominance and identifying major patterns and trends that characterized the world in each era.
Prereq: ENG 100 or appropriate test score

HIS 105 Lec: 3 Lab: 0 Cred: 3 HS
World History II
This course covers world history from circa 1500 A.D. to the present, focusing on the development of a system of interrelationships based on Western expansion and on the economic, social, political and cultural aspects of each era.
Prereq: ENG 100 or appropriate test score

HIS 106 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to African History
This course is an examination of several traditional sub-Saharan African societies and their political and economic transformation in the modern, colonial and post-dependence periods.
Prereq: ENG 100 or appropriate test score

HIS 108 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to East Asian Civilization
This course is an analysis of the evolution of social, political and cultural patterns in east Asia, emphasizing the development of philosophical, religious and political institutions and their relationship to literacy and artistic forms in China and Japan.
Prereq: ENG 100 or appropriate test score

HIS 130 Lec: 3 Lab: 0 Cred: 3 HS
African-American History to 1877
This survey course describes the efforts of African Americans to define themselves through their social, economic and political contributions to American history. The history, impact and significance of the institution of slavery is included. The chronological scope of the course ranges from the African origins of African Americans to the frustrations associated with the failure of Reconstruction.
Prereq: ENG 100 or appropriate test score

HIS 131 Lec: 3 Lab: 0 Cred: 3 HS
African-American History: 1877 to Present
This survey course describes the efforts of African-Americans to define themselves through their social, economic and political contributions to American history from the time of Reconstruction to the present.
Prereq: ENG 100 or appropriate test score

HIS 201 Lec: 3 Lab: 0 Cred: 3 HS
American History: Discovery to 1877
This course is a survey of U.S. history from discovery to 1877, including political, social, economic and intellectual developments during this period.
Prereq: ENG 100 or appropriate test score

HIS 202 Lec: 3 Lab: 0 Cred: 3 HS
American History: 1877 to Present
This course is a survey of U.S. history from 1877 to the present, including political, social, economic and intellectual developments during this period.
Prereq: ENG 100 or appropriate test score

HIS 226 Lec: 3 Lab: 0 Cred: 3 HS
Black History and Culture of the South Carolina Sea Islands
This course focuses on the unique origin, history, language, art, music and literature of the South Carolina Sea Islands and how the customs, folklore and traditions are being fused into the present American society.
Prereq: ENG 100 or appropriate test score

HOS 001 Lec: Lab: Cred:
Indicates credit given for hospitality and tourism course work transferred from another college for which there is no equivalent course at TTC.

HOS 101 Lec: 1 Lab: 6 Cred: 3 CI
Principles of Food Production I
This introductory course in food preparation includes kitchen safety and sanitation. It emphasizes practical presentation of simple foods, terminology, and techniques of preparation of nutritious quality food.
Prereq: Departmental approval for nondegree-seeking students.
Coreq: HOS 154

HOS 102 Lec: 1 Lab: 6 Cred: 3 CI
Principles of Food Production II
This course is the study of the preparation of food categories such as sauces, salads, baked products, meats, poultry, vegetables, etc. Special attention is given to presentation and garnishing. Menu development through American regional cuisine is introduced. Students apply their knowledge of menu development and regional culture while cooking recipes that imitate the specific regions of the country.
Prereq: HOS 101

HOS 103 Lec: 3 Lab: 0 Cred: 3 CI
Nutrition
This course is a study of general nutritional needs of the life cycle, including carbohydrates, proteins, fats, vitamins and minerals. Practical applications for the food service professional are emphasized.

HOS 106 Lec: 1 Lab: 6 Cred: 3 CI
Introduction to Production Kitchens
This course is an introductory course in production kitchen operations from the perspective of a food service manager. Emphasis is placed on safety and sanitation, logistics, traditional cooking methods, and regional and international cuisine.
Prereq: HOS 102 and HOS 256

HOS 110 Lec: 1 Lab: 6 Cred: 3 CI
Food Production Management
This course covers basic food principles in a production kitchen environment.
Prereq or Coreq: HOS 154

HOS 112 Lec: 1 Lab: 0 Cred: 1 CI
Introduction to Baking Science
This course is the study of ingredient functions, product identification, weights and measures as they apply to baking. Students learn to identify various types of flours, leaveners and pastry ingredients that affect the outcomes of their finished baked goods.
Coreq: HOS 154

HOS 113 Lec: 1 Lab: 6 Cred: 3 CI
Laminated Doughs and Pastries
This course is designed to develop the knowledge, skill and techniques required in the production and presentation of laminated dough and classical French Viennoiserie products such as croissants, Danish, puff pastry, doughnuts and other breakfast sweets.
Coreq: HOS 154

HOS 114 Lec: 1 Lab: 6 Cred: 3 CI
Introduction to Cakes
This course introduces students to scaling, mixing, baking and decorating cakes and cake products. Students will learn to use various mixing methods and decorating techniques as well as an array of fillings and frostings while making American and international cake products.
Coreq: HOS 154

HOS 117 Lec: 1.5 Lab: 4.5 Cred: 3 CI
Culinary Skills for Special Populations
This course introduces culinary practices for preparing safe and nutritious snacks and meals for children, youth or geriatric populations. The course includes menu development and economical food selection, purchasing and preparation appropriate for facilities serving children, youth and aging adults.
Prereq: HOS 101 or HOS 110 and HOS 154

HOS 120 Lec: 1 Lab: 6 Cred: 3 CI
Bakeshop Production
This course covers the application of fundamentals and principles of basic baking. Emphasis is placed on skill development for quality commercial bakery products.
Coreq: HOS 154; departmental approval for nondegree-seeking students

HOS 121 Lec: 1 Lab: 6 Cred: 3 CI
Cake Decorating and Finishing Techniques
This course covers the techniques and assembling used in finishing theme cakes and international cakes with a variety of media used in commercial bakeshops.
Prereq: HOS 120

HOS 132 Lec: 3 Lab: 0 Cred: 3 CI
Hospitality Communications and Leadership
This course is a basic course in communication including grammar review and development of written and oral communication skills as applied to hospitality and tourism scenarios. This course also introduces the concept of leadership development through service learning in hospitality.
Prereq: ENG 100 or appropriate test scores

HOS 140 Lec: 3 Lab: 0 Cred: 3 CI
The Hospitality Industry
This course is a survey of the hospitality industry and the principles of operation of both lodging and food service industries. Students learn the range of alternative business options available in the industry from local, national and international perspectives.

HOS 145 Lec: 1 Lab: 6 Cred: 3 CI
Dining Room Operations
This course is a study of operational procedures of the dining area and managerial concerns for effective dining service for food and beverage.
Prereq: Departmental approval for nondegree-seeking students; HOS 154 for degree or diploma students
Coreq: HOS 154

HOS 150 Lec: 3 Lab: 0 Cred: 3 CI
Hotel Management
This course covers the management of the lodging phase of the hospitality industry, including front office, housekeeping and engineering.

HOS 154 Lec: 2 Lab: 0 Cred: 2 CI
Safety and Sanitation
This course is a study of local, state and national regulations governing safe and sanitary food handling. This class meets the minimum ACF standards for contact hours.

HOS 159 Lec: 3 Lab: 0 Cred: 3 CI
Hospitality Accounting Applications
This course covers financial accounting concepts and their application to the hospitality industry. Included are the major hospitality classifications of accounts and computerized hospitality financial applications.
Prereq: MAT 101, MAT 152 or appropriate test scores

HOS 160 Lec: 3 Lab: 0 Cred: 3 CI
Purchasing for Hospitality
This course is a study of a systematic approach to the principles of effective control and procurement of food products, beverages and equipment. Emphasis is placed on practical applications of facilities design, food cost reporting and inventory accountability functions.
Prereq: HOS 101 or HOS 110, HOS 154

HOS 163 Lec: 3 Lab: 0 Cred: 3 CI
International Etiquette and Protocol
This course is a cultural survey on a range of international protocols affecting business as well as individual success. Highlights include Asian, African, Middle Eastern, South American and Eastern European societies. Differences studied feature approaches to business and lifestyles.

HOS 164 Lec: 3 Lab: 0 Cred: 3 CI
Travel and Tourism
This course covers the history, development, concepts and principles of the travel and tourism industry. Students research case studies as well as local examples of how tourism affects the economy and society. Students also learn to interpret travel trends for business application.

HOS 169 Lec: 3 Lab: 0 Cred: 3 CI
Club Management
This course covers management principles and techniques relevant to country clubs, yacht clubs, and government, fraternal, health, recreational and special organizations.

HOS 171 Lec: 3 Lab: 0 Cred: 3 CI
Food and Beverage Controls
This course covers the principles and procedures involved in an effective food and beverage control system including standards determination operating budgets, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control, and computer applications related to these concepts.
Prereq: CPT 101 and HOS 160

HOS 178 Lec: 2 Lab: 3 Cred: 3 CI
Farm to Plate
This course explores traditional farming methods used throughout South Carolina and around the world. Students will study heirloom varieties of vegetables as well as animal husbandry and feeds. Students will use farm products in traditional classical cooking methods and techniques.
Prereq or Coreq: HOS 102 or permission of instructor

HOS 180 Lec: 1 Lab: 6 Cred: 3 CI
French Regional Cuisines
This course is the study of the French regional cuisines of Normandy, Brittany, Savoy and Provence with an emphasis on service, standards, language, wines and beverage service. This course also includes cooking from the select regions including Alcase-Lorraine, Bordeaux, the Southwest and Paris. Students also study and produce classical French cuisine.
Prereq: HOS 102 and HOS 227

HOS 181 Lec: 1 Lab: 6 Cred: 3 CI
Candies and Confectionaries
This course focuses on the elements of making candies and confections. It stresses a complete understanding students will develop of all components of chocolates, sugar, pastillage and marzipan, using basic pâtisserie principles.
Prereq: HOS 120

HOS 182 Lec: 1 Lab: 6 Cred: 3 CI
Artisan Breads
This course introduces the fundamental skills, concepts and techniques of artisan bread baking. Use of sponges, wild yeast, bigas and poolish will be incorporated in making authentic rustic bread. An assortment of international breads will be made, as well as breads for special occasions.
Prereq: HOS 120

HOS 183 Lec: 1 Lab: 6 Cred: 3 CI
Plated Desserts
This course focuses on the elements of modern dessert production and consumption. It stresses a thorough understanding and creation of all components of plated dessert production, using basic pastry principles.
Prereq: HOS 220

HOS 185 Lec: 1 Lab: 6 Cred: 3 CI
Ice Cream and Frozen Desserts
This course develops advanced skills in making ice cream, sorbets, gelato and granita and the assembly of frozen desserts. Students will produce ice cream on a retail level using different types of ice cream machines and flavorings. Students will also assemble tortes, bombes and holiday classics that incorporate frozen desserts.
Prereq: HOS 220

HOS 186 Lec: 1 Lab: 6 Cred: 3 CI
Mediterranean Cuisine
This course is the study of the cuisine of the Mediterranean and the Mediterranean Dietary Pyramid, including Spain, France, Italy, Middle East and North Africa. Emphasis is on the culture, cooking methods, food products and beverages of the various countries.
Prereq: HOS 102 and HOS 227

HOS 190 Lec: 1 Lab: 6 Cred: 3 CI
Issues in Culinary Arts and Hospitality Abroad
This course exposes students to contemporary hospitality and culinary issues in the global marketplace through lecture, cultural preparation and geographic study as well as completion of an experiential visit abroad.
Prereq: 24 credit hours and departmental approval

HOS 201 Lec: 0 Lab: 9 Cred: 3 CI
A la Carte I
This course is a study of culinary skills used in the preparation of food in an à la carte style, and includes preparation of meals for Mikasa dining service.
Prereq: HOS 102, HOS 227

HOS 202 Lec: 0 Lab: 9 Cred: 3 CI
A la Carte II
This course is the study of culinary skills used in international foods in an à la carte style. Topics include menu planning, purchasing and forecasting.
Prereq: HOS 102, HOS 227

HOS 220 Lec: 1 Lab: 6 Cred: 3 CI
Advanced Bakeshop
This course is a study of the preparation of advanced, classical and international pastries. Emphasis is placed on producing quality commercial baked goods.
Prereq: HOS 120

HOS 221 Lec: 1 Lab: 6 Cred: 3 CI
Retail Baking
This course covers the quantity production of frozen, bagged, scoop'n bake and mixed products. Topics on the marketing of baked products and costing procedures are included.
Prereq: HOS 120

HOS 222 Lec: 1 Lab: 6 Cred: 3 CI
Chocolate and Sugar
This course is a study of chocolate artistry and sugar work to include tempering various types of chocolate for modeling and display work, as well as molding, pulling and blowing sugar.
Prereq: HOS 181

HOS 223 Lec: 1 Lab: 6 Cred: 3 CI
Wedding Cakes and Decorating Techniques
This course covers the production and assembly of wedding cakes that include artisan decorating techniques and display. Students will learn to use various types of cake materials to include pulled sugar and chocolate work.
Prereq: HOS 121

HOS 224 Lec: 1 Lab: 6 Cred: 3 CI
Jams, Jellies, Chutneys and Tarts
This course will focus on the manufacturing, packaging and marketing of various types of jams, jellies and chutneys.
Prereq: HOS 120 or permission of instructor

HOS 227 Lec: 2 Lab: 9 Cred: 5 CI
Garde Manger
This course covers the preparation of salads, patés, terrines, sausage and garnishes. Students plan, organize and set up complete buffets. The techniques of ice carving are included.
Prereq: HOS 101 and HOS 154

HOS 228 Lec: 1 Lab: 6 Cred: 3 CI
Petit Fours and Mini Pastries
This course introduces the art of miniature pastry making from tea cakes to petit fours secs. Students will produce several types of pastries made in miniature fashion as well as products to be used in such settings as retail bakeries, restaurants, hotels and catering.
Prereq: HOS 120

HOS 243 Lec: 1 Lab: 6 Cred: 3 CI
Food Competition Fundamentals
This course is the study of techniques and procedures for food competitions. Special attention is given to menu planning, timing and teamwork. This class focuses on the American Culinary Federation competition guidelines for student competitions.
Prereq: HOS 201

HOS 245 Lec: 3 Lab: 0 Cred: 3 CI
Hospitality Marketing
This course is a study of fundamental marketing strategies that are specific to the hospitality industry. Emphasis is placed on how marketing strategies target customer needs and wants.
Prereq: HOS 140

HOS 250 Lec: 3 Lab: 0 Cred: 3 CI
Beverage Service Management
This course addresses the principles of beverage service. This course is designed to prepare students for management responsibilities in the culinary and hospitality industries.
Prereq: HOS 154

HOS 251 Lec: 3 Lab: 0 Cred: 3 CI
Introduction to Wine
This course is a study in the basic wine production process with focus on the different styles of wine, countries of origin, terroir and related flavor characteristics. The course will include best practices and industry trends.
Prereq: HOS 154. Students must be 21 years of age by date of first class meeting. Enrollment in this course requires permission of department head.

HOS 252 Lec: 2 Lab: 3 Cred: 3 CI
Advanced Food and Beverage Service
This course is an advanced food and beverage management course requiring conception, operation and management of a small quantity food and beverage operation in an applied lab setting.
Prereq and coreq: HOS 154 or ServSafe Sanitation Certificate

HOS 253 Lec: 3 Lab: 0 Cred: 3 CI
Beer Basics
This course will explore the production, sales and service of domestic and imported beers including ales, pilsners, stout and microbreweries as well as best practices and industry trends.
Prereq: HOS 154. Students must be 21 years of age by the date of the first class meeting. Enrollment in this course requires permission of department head.

HOS 254 Lec: 3 Lab: 0 Cred: 3 CI
Catering Management
This course is a study of the culinary business's logistical and entrepreneurial aspects of catering management. Emphasis is placed on food preparation, transportation, presentation and cost controls in a variety of settings. Students observe local catering operations through class tours and guest lecture appearances.
Prereq: HOS 101 or HOS 110, HOS 140, HOS 154

HOS 255 Lec: 3 Lab: 0 Cred: 3 CI
Food Service Management
This course is a study of operational food service management. Topics include food service operations, layout and design of restaurants, marketing and sales promotion, food and beverage procedures, and public relations.
Prereq: HOS 101 or HOS 110, HOS 154, HOS 159, HOS 245

HOS 256 Lec: 3 Lab: 0 Cred: 3 CI
Hospitality Management Concepts
This course is a study of the theory and principles of management as applied to the hospitality industry.
Prereq: HOS 140

HOS 258 Lec: 3 Lab: 0 Cred: 3 CI
Convention Management
This course is a study of acquiring, soliciting and servicing convention or individual properties in the hospitality industry.
Prereq: HOS 140

HOS 261 Lec: 3 Lab: 0 Cred: 3 CI
Distilled Spirits and Related Products
This course will explore the production and service of distilled spirits including key components, procurement, service, sales and storage of distilled products and related products. Current industry trends, best practices and legal requirements for sales and service will be addressed.
Prereq: HOS 154. Students must be 21 years of age by the date of the first class meeting. Enrollment in this course requires permission of department head.

HOS 262 Lec: 3 Lab: 0 Cred: 3 CI
Hospitality Software Applications
This course includes using microcomputer software to manage various areas of the hospitality industry.
Prereq: CPT 101 or departmental approval

HOS 264 Lec: 3 Lab: 0 Cred: 3 CI
Food and Beverage Pairing
This course focuses on the concepts of food and beverage pairing and the influence of ingredient selection, preparation techniques and presentation on enhancing sales, service and profitability.
Prereq: HOS 154
Students must be 21 years of age by the date of the first class meeting. Enrollment in this course requires permission of department head.

HOS 265 Lec: 3 Lab: 0 Cred: 3 CI
Hotel, Restaurant and Travel Law
This course covers legal foresight for hospitality management. Topics include litigation involving dining and lodging responsibilities of the innkeeper.

HOS 268 Lec: 3 Lab: 0 Cred: 3 CI
Building a Beverage Business
This course will address planning, developing, operating, marketing and measuring the profitability of a beverage business in a variety of settings.
Prereq: HOS 154

HOS 272 Lec: 0 Lab: 12 Cred: 3 CI
SCWE in Hospitality/Tourism Management
This course integrates hospitality skills at an approved work site related to the hospitality industry.
Prereq: Departmental approval

HOS 277 Lec: 0 Lab: 12 Cred: 3 CI
SCWE in Culinary Arts
This course integrates culinary skills at an approved work site related to the culinary industry.
Prereq: Departmental approval

HOS 280 Lec: 1 Lab: 6 Cred: 3 CI
Butchery and Charcuterie
This course develops advanced skills in butchering of meat and poultry products. Students will learn to turn lesser-used cuts into artisan charcuteries, sausages and cured meats and to break down primal cuts of beef, lamb, veal, pork and wild game, turning pieces into retail or restaurants cuts.
Prereq: HOS 227 or permission of instructor

HOS 281 Lec: 1 Lab: 6 Cred: 3 CI
Seafood Cookery
This course develops advanced skills in filleting and cooking seafood and shellfish. Students will fabricate whole fish for use in various cooking methods as well as identify local and imported fish. Students will also study the seafood industry and its importance to the economy and environment.
Prereq: HOS 102

HRT 001 Lec: Lab: Cred:
Indicates credit given for horticulture course work transferred from another college for which there is no equivalent course at TTC.

HRT 101 Lec: 2 Lab: 3 Cred: 3 IT
Introduction to Horticulture
This course covers the basic principles of horticulture as it relates to commercial production.

HRT 102 Lec: 3 Lab: 3 Cred: 4 IT
Landscape Design
This course is a study of landscape design principles and the application of landscape drafting techniques and plant selection to produce a finished landscape plan.

HRT 106 Lec: 1 Lab: 3 Cred: 2 IT
Ornamentals
This course is a survey of ornamentals that can be grown in local gardens. Emphasis is on form, texture, size, color, blooming season, culture, and botanical and common names. Plant materials include ground covers, vines, grasses, palms and some shrubs.

HRT 107 Lec: 1 Lab: 3 Cred: 2 IT
Woody Ornamentals
This course is a survey of deciduous and evergreen ornamentals that can be grown in local gardens. Emphasis is on form, texture, size, color, blooming season, culture, and botanical and common names.

HRT 108 Lec: 1 Lab: 3 Cred: 2 IT
Annuals and Perennials
This course is a survey of herbaceous plants, both annual and perennial, that can be grown in local gardens. Emphasis is on form, texture, size, blooming season, color, culture, and botanical and common names.

HRT 110 Lec: 3 Lab: 3 Cred: 4 IT
Plant Form and Function
This course is a study of morphology, anatomy and physiology of higher plants. Emphasis is on plant structure, functions of plant parts, plant processes, plant growth and development, and plant inheritance.

HRT 111 Lec: 1 Lab: 3 Cred: 2 IT
Foliage Plants
This course is a survey of herbaceous plants suitable for indoor culture and includes those varieties used in interior landscaping. Emphasis is on identification and interior landscape design.

HRT 121 Lec: 2 Lab: 3 Cred: 3 IT
Commercial Irrigation
This course examines the use of irrigation in the landscape industry with emphasis on design, equipment suitability, water application procedures and construction. Design projects and job bidding also are included.

HRT 125 Lec: 3 Lab: 3 Cred: 4 IT
Soils
This course is a study of soils and plant nutrition. Emphasis is on physical and chemical properties, water, organic matter and life of soils. Materials and methods for supplying nutrients to plants are included.

HRT 130 Lec: 2 Lab: 3 Cred: 3 IT
Greenhouse Production
This course is a study of the basics of greenhouse production. Emphasis is on greenhouse soils, watering, fertilization, pest control, climate control and calculation of production costs.

HRT 139 Lec: 2 Lab: 3 Cred: 3 IT
Plant Propagation
This course is a study of the fundamental principles and techniques involved in plant propagation.

HRT 144 Lec: 2 Lab: 3 Cred: 3 IT
Plant Pests
This course is a study of horticulturally important insects, plant diseases and weeds. Emphasis is on identification, prevention and control.

HRT 153 Lec: 2 Lab: 3 Cred: 3 IT
Landscape Construction
This course covers the requirements and techniques of landscape construction. Emphasis is on construction of wood, concrete, brick landscape structures, lighting, water features and drainage.

HRT 171 Lec: 2 Lab: 3 Cred: 3 IT
Landscape Business Techniques
This course explores ownership and operation of a landscape business. Topics include basic business procedures, finance, employee benefits and license requirements with emphasis on business start-up procedures.

HRT 212 Lec: 2 Lab: 3 Cred: 3 IT
Commercial Landscape Design
This course is a study of landscaping principles and practices with emphasis on large commercial or public landscape developments. Students are introduced to landscape design using computers. *Prereq: HRT 102 or advisor approval*

HRT 240 Lec: 3 Lab: 3 Cred: 4 IT
Pesticides
This course is a study of the application of herbicides, insecticides and fungicides. Emphasis is on current certification materials, calibration problems and application of pesticides over large areas.

HRT 241 Lec: 2 Lab: 3 Cred: 3 IT
Turf Management
This course is a study of the identification, use, culture and maintenance of turf grasses. Emphasis is on installing and managing turf in residential, commercial and public areas.

HRT 254 Lec: 1 Lab: 3 Cred: 2 IT
Landscape Maintenance
This course is a study of the methods and procedures used in an overall approach to the maintenance of annuals, perennials, turf, shrubs and trees in a large-scale area.

HSS 101 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to Humanities
This course is an introduction to themes, critical approaches and major contributors to the humanities. (Nondegree credit)

HSS 102 Lec: 3 Lab: 0 Cred: 3 HS
Critical Thinking in the Humanities
This course is a study of history and art to develop critical thinking skills through appreciating major themes and contributions in the humanities. (Nondegree credit)

HSS 201 Lec: 3 Lab: 0 Cred: 3 HS
Issues in Humanities
Through a study of interpersonal relationships and communication, this course provides a multi-cultural overview of the classic issues in the humanities and their implications for shaping morals, ethics and values. Major emphasis is on the development of group and individual competencies in effective oral communication skills.

HUM 001 Lec: Lab: Cred:
Indicates credit given for humanities course work transferred from another college for which there is no equivalent course at TTC.

HUS 001 Lec: Lab: Cred:
Indicates credit given for human services course work transferred from another college for which there is no equivalent course at TTC.

HUS 101 Lec: 3 Lab: 0 Cred: 3 CF
Introduction to Human Services
This course covers an overview of the field of human services. Role responsibilities, problems, boundaries and strategies of human services delivery are included.

HUS 102 Lec: 3 Lab: 0 Cred: 3 CF
Personal and Professional Development in Helping Professions
This course provides students with the opportunity to gain a greater awareness of self through values, clarification activities, reflective writings, etc., and to understand how attitudes, values and beliefs impact both their personal and professional lives.

HUS 110 Lec: 1 Lab: 0 Cred: 1 CF
Orientation to Human Services
This course is a study of the regional human services curriculum, agencies in the service area, curriculum requirements and career opportunities.

HUS 112 Lec: 2 Lab: 0 Cred: 2 CF
Services for the Elderly
This course studies the services available for older adults, including health, social services, recreation, financial and educational services.

HUS 150 Lec: 1 Lab: 6 Cred: 3 CF
Supervised Field Placement I
This course includes work experience assignments by students in selected human services agencies. To be eligible for field placement, the student must have completed 24 hours of the HUS curriculum.

HUS 201 Lec: 3 Lab: 0 Cred: 3 CF
Family System Dynamics
This course examines the role of family structure, interaction and other dynamics in the development, maintenance and treatment of family dysfunctions.

HUS 205 Lec: 3 Lab: 0 Cred: 3 CF
Gerontology
This course is a survey of the physical, social and mental changes that occur as a person ages. The related problems and current programs designed for people age 55 and over are studied in the course.

HUS 208 Lec: 3 Lab: 0 Cred: 3 CF
Alcohol and Drug Abuse
This course is a study of the etiology of alcohol and drug abuse; various types of addictive substances; physical, mental and social implications, programs in rehabilitation; and preventive education.

HUS 209 Lec: 3 Lab: 0 Cred: 3 CF
Case Management
This course covers accepted methods and strategies for effectively assessing client needs, accessing necessary provider agencies, and monitoring and properly documenting service delivery and client welfare.

HUS 210 Lec: 3 Lab: 0 Cred: 3 CF
Communication with Deaf and Hard of Hearing Consumers
In this course students will continue to develop skills in ASL vocabulary, grammar and usage and develop strategies for working with deaf and hard of hearing consumers and their families.
Prereq: ECD 253 or an approved ASL 1 course

HUS 212 Lec: 3 Lab: 0 Cred: 3 CF
Survey of Disabilities and Disorders
This course is a survey of the major categories of disabilities and disorders with which the helping professional is most likely to work. These will include, but not be limited to, developmental and psychological disorders, visual and hearing impairment and physical disabilities resulting from injury or disease.

HUS 213 Lec: 3 Lab: 0 Cred: 3 CF
Developmental Disabilities Program Planning
This course explores the range of services and support that people with disabilities and their families currently use, and the laws and regulations that both establish and manage those services.
Prereq: HUS 212

HUS 214 Lec: 3 Lab: 0 Cred: 3 CF
Health, Wellness and Nutrition for Special Populations
This course explores theoretical etiologies, current thinking and current trends in the field of health and wellness in gerontology and developmental disabilities.
Prereq: HUS 212

HUS 217 Lec: 3 Lab: 0 Cred: 3 CF
Addictions Counseling
This course provides specific skills for the diagnosis and treatment of substance abuse and addictions. Topics to be discussed include causes and diagnoses of addictions and treatment modalities.
Prereq: HUS 231

HUS 218 Lec: 3 Lab: 0 Cred: 3 CF
Addictions Counseling II
This course introduces addiction treatment theories and their implementation, including the intricacies of alcohol and drug treatment confidentiality guidelines and ethical concerns. Students learn to transition from assessment to treatment planning and goal setting in the clinical environment.
Prereq: HUS 217

HUS 222 Lec: 3 Lab: 0 Cred: 3 CF
Leadership Development in Human Services
This course provides an overview of human services leadership and professional development principles; historical and contemporary issues common to human services management and administration; and comparative analyses of the personal and professional development philosophies of leaders in the human services field.
Prereq: HUS 101

HUS 230 Lec: 3 Lab: 0 Cred: 3 CF
Interviewing Techniques
This course covers the development of skills necessary for interviews in various organizational settings. Students in human services will use these skills and knowledge later on in their supervised field placements.

HUS 231 Lec: 3 Lab: 0 Cred: 3 CF
Counseling Techniques
This course is a study of a variety of counseling techniques necessary to assist qualified therapists in a variety of therapeutic settings. Students demonstrate procedures and knowledge of basic counseling theories and techniques related to human services.

HUS 235 Lec: 3 Lab: 0 Cred: 3 CF
Group Dynamics
This course is an examination of the theory and practice of group dynamics. Emphasis is on the application of the value and use of the group process in specialized settings related to human services.

HUS 237 Lec: 3 Lab: 0 Cred: 3 CF
Crisis Intervention
This course is a study of the effects of crisis on people, the methods of intervention and other use of multiple resources to re-establish individual function. Students are required to demonstrate mock crisis activities.

HUS 250 Lec: 1 Lab: 9 Cred: 4 CF
Supervised Field Placement I
This course includes work experience assignments by students in selected human services agencies. *Prereq: HUS 150*

IDS 101 Lec: 3 Lab: 0 Cred: 3 LC
Human Thought and Learning
This course explores the principles, methods and applications of human thought and learning, including such topics as attention, information processing, problem solving, hypothesis testing, memory, argumentation, learning theory and cognitive awareness. (Nondegree credit)

IDS 201 Lec: 3 Lab: 0 Cred: 3 BT
Leadership Development
This course focuses on the development of leadership, including philosophy, morals/ethics, and individual ability and style. The course aids students in increasing their understanding of themselves, and the theories and techniques of leadership and group processes by integrating theoretical concepts with the reality of application within a group setting. This includes a major emphasis in the development of group and individual competencies in oral communication skills.

IMT 102 Lec: 2 Lab: 0 Cred: 2 IT
Industrial Safety
This course covers proper safety habits to avoid dangerous conditions in an industrial complex. Course topics include positive attitude, personal safety, the proper use of equipment, fire prevention, lockout/tagout, electrical safety and OSHA.

IMT 105 Lec: 1 Lab: 3 Cred: 2 IT
Mechanical Sketching
This course provides a hands-on course of instruction in blueprint reading and sketching so the student will be able to utilize analytical and visualization skills in the development of sketching techniques and understanding blueprints.

IMT 121 Lec: 1 Lab: 3 Cred: 2 IT
Drive Systems
This course covers drive systems consisting of belts and pulleys, chains and sprockets, and gear drives used to transmit power.

IMT 124 Lec: 1 Lab: 3 Cred: 2 IT
Pumps
This course covers packing, seals, couplings, alignment, bearings and rebuilding pumps.

IMT 131 Lec: 3 Lab: 3 Cred: 4 IT
Hydraulics and Pneumatics
This course covers the basic technology and principles of hydraulics and pneumatics. Fluid power and variable speed drives also are covered.

IMT 151 Lec: 2 Lab: 3 Cred: 3 IT
Piping Systems
This course covers plumbing and piping systems used in industrial, commercial and/or residential construction. Emphasis will be placed on the reading and sketching of piping schematics as well as the fabrication and design of piping systems.

IMT 160 Lec: 2 Lab: 3 Cred: 3 IT
Preventive Maintenance
This course covers preventive maintenance techniques, lubrication, bearing, mechanical troubleshooting and the use of computers in maintenance.

IMT 163 Lec: 2 Lab: 3 Cred: 3 IT
Problem Solving for Mechanical Applications
This course covers troubleshooting techniques such as critical thinking in mechanical situations, practical problem-solving techniques, and mechanical procedures with heavy emphasis on computational and analytical problem-solving skills.

IMT 210 Lec: 2.5 Lab: 1.5 Cred: 3 ET
Basic Industrial Skills I
This course is designed to give students an introduction to basic safety, construction math, and hand tools as related to industrial applications. (Note: Course is aligned with NCCER modules 00101-04, 00102-04, and 00103-04)

IMT 211 Lec: 2.5 Lab: 1.5 Cred: 3 ET
Basic Industrial Skills II
This course is designed to give students an introduction to power tools, blueprints and rigging. Students will learn basic communication and employability skills as related to industrial applications. (Note: Course is aligned with NCCER modules 00104-04, 00105-04, 00106-04, 00107-04 and 00108-04)

IST 161 Lec: 3 Lab: 0 Cred: 3 BT
Introduction to Network Administration
This course is an introductory study of networking operating system administration. Techniques of installation and administration of a networking operating system will be included. Microsoft desktop and server operating systems will be used in this class.

IST 163 Lec: 3 Lab: 0 Cred: 3 BT
Introduction to Server Networking Configuration Administration
This course is a study of installing and configuring a local area network (LAN). Tasks will include system design, installation and configuration, system policies, partitions, files, volume, and support of applications running under the server software. Additionally, remote access service (RAS), Internet service and compatibility issues will be introduced.
Prereq: IST 161

IST 164 Lec: 3 Lab: 0 Cred: 3 BT
Implementing Windows Network Infrastructure Services
This course is a study of the fundamentals of installing, configuring and utilizing windows networking services while exploring techniques used to design, create and implement secure communications across the networks, which may consist of multiple vendors. Emphasis is also provided on support of remote users and central management concepts. This course covers the objectives of the associated Microsoft MCSE certification.
Prereq: IST 161

IST 165 Lec: 3 Lab: 0 Cred: 3 BT
Implementing and Administering Windows Directory Services
This course is a study of directory services covering the planning, design, installation, configuration and administration of a network directory structure.
Prereq: IST 161

IST 166 Lec: 3 Lab: 0 Cred: 3 BT
Network Fundamentals
This course is a study of local area networking concepts through discussions on connectivity, communications and other networking fundamentals. The course is designed to prepare the student to be successful in completing industry network fundamental certification exams.

IST 190 Lec: 3 Lab: 0 Cred: 3 BT
Linux Essentials
This course will provide students with the fundamental knowledge and concepts of the Linux operating system, including command line functions, file systems, user and group administration, process management, text editors, and network applications. This course helps students prepare for the CompTIA Linux+ certification exam.
Prereq: CPT 102

IST 191 Lec: 3 Lab: 0 Cred: 3 BT
Linux System Administration
This course will provide students with the skills necessary to administer a Linux system, including hardware/software configuration, user and group administration, Linux network configuration, and file system management. This course helps students prepare for the Novell Certified Linux Professional exam.
Prereq: IST 190

IST 192 Lec: 3 Lab: 0 Cred: 3 BT
Linux Network Applications
This course will provide students with the skills necessary to deploy and administer the core networking services in a Linux system, such as Apache Web Server, Samba File Server, BIND Domain Name Service, NFS, and others. This course helps students prepare for the Novell Certified Linux Professional exam.
Prereq: IST 191

IST 201 Lec: 3 Lab: 0 Cred: 3 BT
Cisco Internetworking Concepts
This course is a study of current and emerging computer networking technology. Topics include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI model, cabling tools, Cisco routers, router programming, star topology, IP addressing and network standards.

IST 202 Lec: 3 Lab: 0 Cred: 3 BT
Cisco Router Configuration
This course is a study of LANs, WANs, OSI model, Ethernet, token ring, FDDI, TCP/IP protocol, dynamic routing, and the network administrator's role and function.
Prereq: IST 201

IST 203 Lec: 3 Lab: 0 Cred: 3 BT
Advanced Cisco Router Configuration
This course is a study of configuring Cisco routers.
Prereq: IST 202

IST 204 Lec: 3 Lab: 0 Cred: 3 BT
Cisco Troubleshooting
This course is a study of troubleshooting network problems.
Prereq: IST 203

IST 205 Lec: 3 Lab: 0 Cred: 3 BT
Cisco Advanced Routing
This course is a study of the concepts and technologies of extending IP addresses, routing principles, scalable routing protocols, managing traffic and access, and building and optimizing scalable Internetworks. This course helps students prepare for the Cisco Routing Exam, which is required for the Cisco Certified Network Professional (CCNP) credential in routing and switching.
Prereq: IST 204

IST 206 Lec: 3 Lab: 0 Cred: 3 BT
Cisco Remote Access
This course is a study of building a remote access network to interconnect central sites to branch offices and home office/telecommuters, control access to the central site and maximize bandwidth utilization over the remote links. This course helps students prepare for the Cisco Remote Access Exam, which is required for the Cisco Certified Network Professional (CCNP) credential in routing and switching.
Prereq: IST 204

IST 207 Lec: 3 Lab: 0 Cred: 3 BT
Cisco Multilayer Switching
This course is a detailed study of how routing and switching technologies work together. Included is an in-depth analysis of combining layer 2 and layer 3 switching technologies. This course helps students prepare for the Cisco Switching Exam, which is required for the Cisco Certified Network Professional (CCNP) credential in routing and switching.
Prereq: IST 204

IST 208 Lec: 3 Lab: 0 Cred: 3 BT
Cisco Internetwork Troubleshooting
This course is a study of how to perform fundamental hardware maintenance and advanced troubleshooting tasks on Cisco routers and switches. This course helps students prepare for the Cisco Support Exam, which is required for the Cisco Certified Network Professional (CCNP) credential in routing and switching.
Prereq: IST 205, IST 206, IST 207

IST 209 Lec: 3 Lab: 0 Cred: 3 BT
Fundamentals of Wireless LANs
This introductory course is the study of design, installation, configuration, operations and troubleshooting of wireless LANs. The course includes an overview of wireless technologies, standards, devices, security, design and best practices, emphasizing real-world applications and skills.
Prereq: IST 204

IST 220 Lec: 3 Lab: 0 Cred: 3 BT
Data Communications
This course is a study of the fundamentals of data communications. Basic signaling, networking and various transmission media are covered.

IST 225 Lec: 3 Lab: 0 Cred: 3 BT
Internet Communications
This course covers introductory topics and techniques associated with Internet communications. Techniques on how to use and access various types of information as well as how to find resources and navigate the Internet are included. This course is recommended for elective credit for CPT majors. It also is recommended that students enrolling in IST 225 be familiar with Windows GUI.

IST 239 Lec: 3 Lab: 0 Cred: 3 BT
Datum and JavaScript
This course includes concepts and skills for developing dynamic functionality and interactivity for Web sites using JavaScript: variables, operators, conditionals, functions, objects (image and form), properties, methods, cookies, frames and arrays. This course covers the basics of the JavaScript language, how to place JavaScript into an HTML file and advanced JavaScript topics such as event handlers, arrays, forms and cookies.
Prereq: CPT 220 and (CPT 114 or CPT 232)

IST 250 Lec: 3 Lab: 0 Cred: 3 BT
Network Management
This course is a study of planning, organizing and controlling telecommunication functions for the potential telecommunications manager. It emphasizes current situations and techniques.
Prereq: IST 190

IST 253 Lec: 3 Lab: 0 Cred: 3 BT
LAN Service and Support
This course focuses on installing, maintaining and troubleshooting local area networks in a lab environment. This course covers learning objectives associated with CompTIA Server+ certification.
Prereq: CPT 210

IST 259 Lec: 3 Lab: 0 Cred: 3 BT
Electronic Messaging
This course is a study of electronic mail system software including the system architecture. The course covers the concepts and methods employed in the generation, storage and transmission of electronic mail messages and the implementation, configuration and administration of messaging software. This course will provide coverage of the learning objectives associated with the Microsoft 070-284 MCP certification.
Prereq: IST 161

IST 263 Lec: 3 Lab: 0 Cred: 3 BT
Designing Windows Network Security
This course is an advanced study of security features of networks including authentication protocol, public key infrastructure, IPSEC and certificate servers. Includes configuring, maintaining and securing an array of network services on Linux servers via Linux clients. Covers general security, encryption and authentication for user, file and data security. Identifies the threats to network security and the tools to protect the network; e.g., firewalls, proxies, tunnelling, Virtual Private Networks (VPNs) and network intrusion detection systems.
Prereq: IST 165

IST 272 Lec: 3 Lab: 0 Cred: 3 BT
Relational Database
This course provides a comprehensive foundation in both SQL and relational database design and implementation. Dynamic and embedded SQL programming techniques are emphasized. Additional topics include forms developer, triggers, stored procedures, and PL/SQL programming.
Prereq: CPT 242

IST 286 Lec: 0 Lab: 9 Cred: 3 BT
Technical Support Internship I
This course is an entry-level technical support/help desk internship. Students intern at the college's help desk and provide support to faculty and staff. Students will participate in weekly evaluation sessions of calls and solutions.
Prereq: CPT 209, CPT 210, IST 161

IST 287 Lec: 0 Lab: 9 Cred: 3 BT
Technical Support Internship II
This course is an intermediate-level technical support/help desk internship. Students intern at the college's help desk and provide support to faculty and staff. The student prepares a portfolio for submission.
Prereq: IST 286

IST 291 Lec: 3 Lab: 0 Cred: 3 BT
Fundamentals of Network Security I
This course is a study of introductory levels of security processes based on a security policy, emphasizing hands-on skills in the area of secure perimeter, security connectivity, security management, identity services and intrusion detection. The course prepares students to manage network security. The course also helps the student prepare for the Cisco Systems Securing Networks with Cisco Routers and Switches (SNRS) certification exam.
Prereq: IST 204

IST 292 Lec: 3 Lab: 0 Cred: 3 BT
Fundamentals of Network Security II
This course is a study of advanced security processes based on a security policy, emphasizing hands-on skills in the area of secure perimeter, security connectivity, security management, identity services and intrusion detection. The course prepares students to install/configure secure firewalls. The course also helps students prepare for the Cisco Systems Securing Networks with PIX and ASA (SNPA) certification exam.
Prereq: IST 204

IST 293 Lec: 3 Lab: 0 Cred: 3 BT
IT and Data Assurance I
This course introduces the basics of network security. Topics covered will include network vulnerabilities and threats, security planning, security technology, network security organization, as well as legal and ethical issues related to network security. This course will provide coverage of the objectives associated with the CompTIA Security+ certification.
Prereq: CPT 210

IST 294 Lec: 3 Lab: 0 Cred: 3 BT
IT and Data Assurance II
This course introduces methods for attacking a network. Concepts, principles, tools, and techniques for attacking and disabling a network will be covered in the context of understanding how to properly secure a network as a network administrator. This course will provide coverage of the learning objectives associated with the EC-Council Certified Ethical Hacker certification.
Prereq: IST 293

IST 295 Lec: 3 Lab: 0 Cred: 3 BT
Fundamentals of Voiceover IP
This course is an introduction to features of Voiceover IP protocols, including VOIP hardware selection and network design considerations. Concepts include analog and digital voice encoding signaling and Quality of Service and troubleshooting and configuration of VOIP networks.
Prereq: IST 204

JOU 101 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to Journalism
This course is a study of basic rhetorical and ethical principles of journalistic writing for news media including newspapers, journals, radio and television.
Prereq: ENG 100 with a minimum grade of C, appropriate test scores or writing sample

LEG 001 Lec: Lab: Cred:
Indicates credit given for paralegal course work transferred from another college for which there is no equivalent course at TTC.

LEG 120 Lec: 3 Lab: 0 Cred: 3 LR
Torts
This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause and defenses.
Prereq: LEG 135 or advisor approval

LEG 132 Lec: 3 Lab: 0 Cred: 3 LR
Legal Bibliography
This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters and digests.
Prereq: LEG 135 or advisor approval

LEG 135 Lec: 3 Lab: 0 Cred: 3 LR
Introduction to Law and Ethics
This course provides a general introduction to law, including courts, legal terminology, procedures, systems and laws of society. Emphasis is on ethics and the role of the paralegal in the legal system.
Prereq: ENG 101 or advisor approval

LEG 201 Lec: 3 Lab: 0 Cred: 3 LR
Civil Litigation I
This course is a study of the principles of litigation and the rules of procedure for each court in the South Carolina system, including pleading, practice and discovery procedures.
Prereq: ENG 101 or advisor approval

LEG 213 Lec: 3 Lab: 0 Cred: 3 LR
Family Law
This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody and the juvenile.
Prereq: LEG 132, LEG 135, LEG 201 or advisor approval

LEG 214 Lec: 3 Lab: 0 Cred: 3 LR
Property Law
This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.
Prereq: LEG 135, LEG 201 or advisor approval

LEG 230 Lec: 3 Lab: 0 Cred: 3 LR
Legal Writing
This course includes methods, techniques and procedures for the research and preparation of legal memoranda, trial and appellate briefs, and trial notebooks.
Prereq: LEG 132, LEG 135 or advisor approval

LEG 233 Lec: 3 Lab: 0 Cred: 3 LR
Wills, Trusts and Probate
This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, fundamentals of execution using testamentary and intervivos trusts, and probate administration.
Prereq: LEG 135, LEG 201 or advisor approval

LEG 234 Lec: 3 Lab: 0 Cred: 3 LR
Title Examination Procedures I
This course is a study of the common law and statutory requirements related to the transfer of real property with utilization of the appropriate indexes and documents in the appropriate city and county offices.
Prereq: LEG 135, LEG 201, LEG 214 or advisor approval

LEG 240 Lec: 3 Lab: 0 Cred: 3 LR
Claims Investigation
This course is an in-depth study of investigating claims, interviewing and taking statements, collecting data, and assembling and presenting evidence.
Prereq: LEG 120, LEG 132, LEG 135, LEG 201 or advisor approval

LEG 242 Lec: 3 Lab: 0 Cred: 3 LR
Law Practice Workshop
This course includes the application of substantive knowledge in a practical situation as a paralegal.
Prereq: LEG 132, LEG 135, LEG 201 or advisor approval

LEG 244 Lec: 3 Lab: 0 Cred: 3 LR
Special Projects for Paralegals
This course provides specialized paralegal training with an update on changes in laws and procedures.
Prereq: LEG 135, LEG 201 or advisor approval

LIT 001 Lec: Lab: Cred:
Indicates credit given for literature course work transferred from another college for which there is no equivalent course at TTC.

MAT 001 Lec: Lab: Cred:
Indicates credit given for rigorous calculus-track mathematics course work transferred from another college for which there is no equivalent course at TTC.

MAT 002 Lec: Lab: Cred:
Indicates credit given for transfer-level mathematics course work transferred from another college for which there is no equivalent course at TTC.

MAT 013 Lec: 1 Lab: 0 Cred: 1 LC
Developmental Mathematics (Challenge)
This course is intended for students who need help in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals, percents, and an introduction to measurement, algebraic and geometric concepts. Word problem skills are emphasized. This course is an option for the student whose performance on TTC's placement test places him or her in Developmental Mathematics (MAT 032), but whose scores fall within the challenge range. This one-credit course provides 15 contact hours of study and review for students who need only a short course to satisfy the competencies of Developmental Mathematics (MAT 032). The successful student will pass the departmental examination and may enroll in the next course. (Nondegree credit)
Prereq: Students who score within the challenge range for the course are recommended to enroll in this course. The student's advisor should confirm that the student's placement score on pre-algebra falls within the qualifying range.

MAT 032 Lec: 3 Lab: 0 Cred: 3 LC
Developmental Mathematics
This course includes a review of arithmetic skills and focuses on the study of measurement and geometry, basic algebra concepts and data analysis. Application skills are emphasized. (Nondegree credit)
Prereq: Appropriate test score

MAT 101 Lec: 3 Lab: 0 Cred: 3 SM
Beginning Algebra
This course includes the following topics: operations with signed numbers; addition, subtraction, multiplication and division with algebraic expressions; factoring; techniques for solving linear and fractional equations; and an introduction to graphing. This course is designed for the student with little or no previous experience in algebra. (Nondegree credit)
Prereq: MAT 032, MAT 013 or appropriate test scores

MAT 102 Lec: 3 Lab: 0 Cred: 3 SM
Intermediate Algebra
This course includes properties of numbers, fundamental operations with algebraic expressions, systems of equations, ratio and proportion, factoring, functions, graphs, solutions of linear inequalities, and linear and quadratic equations. (Nondegree credit)
Prereq: MAT 101 or MAT 152, minimum grade of C

MAT 109 Lec: 3 Lab: 0 Cred: 3 SM
College Algebra with Modeling
This course is an approach to algebra that incorporates mathematical modeling of real data and business applications. Emphasis is on linear, quadratic, piecewise defined, rational, polynomial, exponential and logarithmic functions. Includes inequalities and matrices. MAT 109 is designed for the student with plans to use college algebra as a terminal course or take MAT 130 after completion. Focus is placed more on applications rather than theoretical mathematics. Students who receive credit for MAT 109 may not receive credit for MAT 110.
Prereq: MAT 102, MAT 153 or appropriate test score

MAT 110 Lec: 3 Lab: 0 Cred: 3 SM
College Algebra
This course includes polynomial, rational, logarithmic and exponential functions; inequalities; systems of equations and inequalities; matrices, determinants and simple linear programming; solutions of higher degree polynomials; combinatorial algebra including the binomial theorem; and introduction to probability.
Prereq: MAT 102 or MAT 153, minimum grade of C. Students who receive credit for MAT 110 may not receive credit for MAT 109 or MAT 112.

MAT 111 Lec: 3 Lab: 0 Cred: 3 SM
College Trigonometry
This course includes circular functions, trigonometric identities, solution of right and oblique triangles, solution of trigonometric equations, polar coordinates, complex numbers including Demoivre's Theorem, vectors, conic sections, sequences and series.
Prereq: MAT 110. Students may not receive credit for both MAT 111 and MAT 112.

MAT 112 Lec: 5 Lab: 0 Cred: 5 SM
Precalculus
This course includes algebraic, exponential, logarithmic and trigonometric functions and their graphs; analytic trigonometry; analytic geometry; and applications of trigonometry.
Prereq: MAT 102 or MAT 153 with a grade of B or higher or appropriate test scores. Students who receive credit for MAT 112 may not receive credit for MAT 110 or MAT 111.

MAT 120 Lec: 3 Lab: 0 Cred: 3 SM
Probability and Statistics
This course includes introductory probability and statistics including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals and test of hypothesis for large and small samples, type I and type II errors, linear regression, and correlation.
Prereq: MAT 101 or MAT 152 or appropriate test scores

MAT 123 Lec: 3 Lab: 0 Cred: 3 SM
Contemporary College Mathematics
This course provides an appreciation and understanding of the mathematics underlying several topics in contemporary society. Topics may include voting methods, apportionment problems, Euler and Hamilton circuits, population growth and fractals.
Prereq: MAT 102 or MAT 153 or appropriate test scores

MAT 130 Lec: 3 Lab: 0 Cred: 3 SM
Elementary Calculus
This course includes differentiation and integration of polynomials; rational, logarithmic and exponential functions; and interpretation and application of these processes. This is a terminal course designed for students who do not wish to take additional calculus courses. Its transferability usually depends on the student's major.
Prereq: MAT 109 or MAT 110 or MAT 112. Students may not receive credit for both MAT 130 and MAT 140.

MAT 132 Lec: 3 Lab: 0 Cred: 3 SM
Discrete Mathematics
This course includes the following topics: mathematical logic and proofs, set operations, relations and digraphs, recurrence relations, combinatorics, and number systems. (This course is designed primarily for computer science students, mathematics majors and engineering students.)
Prereq: MAT 109 or MAT 110 or MAT 112

MAT 140 Lec: 4 Lab: 0 Cred: 4 SM
Analytic Geometry and Calculus I
This course includes derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry.
Prereq: MAT 111 or MAT 112. Students may not receive credit for both MAT 140 and MAT 130.

MAT 141 Lec: 4 Lab: 0 Cred: 4 SM
Analytic Geometry and Calculus II
This course continues calculus of one variable, including analytic geometry, techniques of integration, volumes by integration and other applications, infinite series including Taylor series, and improper integrals.
Prereq: MAT 140

MAT 152 Lec: 5 Lab: 0 Cred: 5 SM
Elementary Algebra
This course includes the following topics: operations with signed numbers, addition, subtraction, multiplication and division with algebraic expressions; factoring; techniques for solving linear and fractional equations; and an introduction to graphing. MAT 152 is designed for the student with little or no previous experience in algebra, as well as the student who has difficulty with mathematics and would benefit from more instructional time with an emphasis on mathematics study skills. (Nondegree credit)
Prereq: MAT 032, MAT 013, or appropriate test score

MAT 153 Lec: 5 Lab: 0 Cred: 5 SM
Elementary Algebra II
This course is the study of the properties of numbers; fundamental operations with algebraic expressions; polynomials; systems of equations; ratio and proportion; factoring; functions; graphs; solutions of linear inequalities; and linear and quadratic equations. MAT 153 is designed for the student who has difficulty with mathematics and would benefit from more instructional time with additional instruction of mathematics study skills. Students who receive credit for MAT 153 may not receive credit for MAT 102. (Nondegree credit)
Prereq: MAT 101 or MAT 152 with a C, or appropriate test score

MAT 155 Lec: 3 Lab: 0 Cred: 3 SM
Contemporary Mathematics
This course includes techniques and applications of elementary number theory, algebra, geometry, measurement, graph sketching and interpretations, and descriptive statistics.
Prereq: MAT 032, MAT 013 or appropriate test scores

MAT 170 Lec: 3 Lab: 0 Cred: 3 SM
Algebra, Geometry and Trigonometry I
This course includes elementary algebra, geometry, trigonometry and applications.
Prereq: MAT 101 or MAT 152

MAT 240 Lec: 4 Lab: 0 Cred: 4 SM
Analytic Geometry and Calculus III
This course covers multivariable calculus including vectors, partial derivatives and their applications to maximum and minimum problems with and without constraints, line integrals, multiple integrals in rectangular and other coordinates, and Stokes's and Green's Theorems.
Prereq: MAT 141

MAT 242 Lec: 4 Lab: 0 Cred: 4 SM
Differential Equations
This course includes solution of linear and elementary nonlinear differential equations by standard methods with sufficient linear algebra to solve systems, applications, series, Laplace transform and numerical methods.
Prereq: MAT 141

MED 102 Lec: 2 Lab: 0 Cred: 2 AH
Introduction to the Medical Assisting Profession
This course introduces the student to the profession of medical assisting, the legal and ethical concepts related to medical assisting, and the medical terminology of the medical office.

MED 107 Lec: 3 Lab: 3 Cred: 4 AH
Medical Office Management
This course is a study of the principles and practices of banking and accounting procedures, billing methods and office management.
Prereq: MED 102

MED 114 Lec: 3 Lab: 3 Cred: 4 AH
Medical Assisting Clinical Procedures
This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.
Prereq: AHS 121, AHS 170, MED 102

MED 115 Lec: 3 Lab: 3 Cred: 4 AH
Medical Office Lab Procedures I
This course provides a study of laboratory techniques commonly used in physicians' offices and other facilities, including venipuncture and capillary methods for obtaining blood specimens.
Prereq: AHS 142, MED 102, physical examination, major medical insurance, Hepatitis B vaccine series

MED 131 Lec: 1.5 Lab: 1.5 Cred: 2 AH
Administrative Skills of Medical Office I
This course introduces the student to the environment of the medical office, the use of computers, patient scheduling, medical records management and written communications.

MED 132 Lec: 2 Lab: 3 Cred: 3 AH
Administrative Skills of Medical Office II
This course covers managing the finances of the medical office including daily financial practices, medical insurance and coding, billing and collections, and accounting practices.
Prereq: MED 131

MED 158 Lec: 1 Lab: 21 Cred: 8 AH
Clinical Office Experience
This course provides practical experience in selected clinical office settings.
Prereq: MED 114, MED 115

MET 001 Lec: Lab: Cred:
Indicates credit given for mechanical engineering technology course work transferred from another college for which there is no equivalent course at TTC.

MET 213 Lec: 2 Lab: 3 Cred: 3 ET
Dynamics
This course includes the motion of rigid bodies and the forces that produce or change their motion. Rectilinear and curvilinear motion of bodies is covered, as well as the concepts of work, power, energy, impulse, momentum and impact in relation to machines and mechanisms.
Prereq: EGR 190

MET 226 Lec: 3 Lab: 3 Cred: 4 ET
Applied Heat Principles
This course covers energy transfer principles involved in heating, cooling and power cycles. Emphasis is placed on the optimization of thermal efficiency through the study of various thermodynamic cycles.
Prereq: MAT 111, EGR 110, ENG 101, PHY 201

MET 237 Lec: 3 Lab: 3 Cred: 4 ET
Fluids: Principles and Applications
This course covers the flow of incompressible fluids in pipes using the general energy equation. An analysis of proven hydraulic circuits is included. Compressible fluids will also be studied. Pneumatic systems applications will be explored.
Prereq: MAT 111, EGR 110, ENG 101

MGT 001 Lec: Lab: Cred:
Indicates credit given for management course work transferred from another college for which there is no equivalent course at TTC.

MGT 101 Lec: 3 Lab: 0 Cred: 3 BT
Principles of Management
This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading and controlling.

MGT 110 Lec: 3 Lab: 0 Cred: 3 BT
Office Management
This course is a study of various approaches to office organization and management, personnel selection and training, and economics in the modern office.
Prereq: CPT 101

MGT 120 Lec: 3 Lab: 0 Cred: 3 BT
Small Business Management
This course is a study of small business management and organization, forms of ownership, and the process of starting a new business.

MGT 121 Lec: 3 Lab: 0 Cred: 3 BT
Small Business Operations
This course is a study of the daily operations of an established small business, emphasizing staffing, recordkeeping, inventory control and marketing.

MGT 150 Lec: 3 Lab: 0 Cred: 3 BT
Fundamentals of Supervision
This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

MGT 160 Lec: 3 Lab: 0 Cred: 3 BT
Managerial Motivation
This course is a study of human motivation theories and principles, including various motivational techniques appropriate for use in the business environment.

MGT 201 Lec: 3 Lab: 0 Cred: 3 BT
Human Resource Management
This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and salary and benefit administration.

MGT 210 Lec: 3 Lab: 0 Cred: 3 BT
Employee Selection and Retention
This course examines how to identify and assess employment needs within an organization. Students will also study the functions of recruitment, selection and training with an emphasis on employee retention.

MGT 230 Lec: 3 Lab: 0 Cred: 3 BT
Managing Information Resources
This course is a study of the development, use and management of information resources and systems in business and industry.
Prereq: CPT 101 or CPT 102

MGT 235 Lec: 3 Lab: 0 Cred: 3 BT
Production Management
This course is a study of production management techniques used in a manufacturing environment. It covers forecasting, scheduling, inventory, work flow management and quality control.

MGT 240 Lec: 3 Lab: 0 Cred: 3 BT
Management Decision Making
This course is a study of various structured approaches to managerial decision making. Extensive case studies and applications are used to reinforce course topics.

MGT 250 Lec: 3 Lab: 0 Cred: 3 BT
Situational Supervision
This course is a study of techniques supervisors use to adjust their management styles to different situations and employees.

MGT 255 Lec: 3 Lab: 0 Cred: 3 BT
Organizational Behavior
This course is a study of effective individual and group behavior in an organization to maximize productivity, and psychological and social satisfaction.

MGT 270 Lec: 3 Lab: 0 Cred: 3 BT
Managerial Communication
This course is a study of the skills used to create a climate for effective communication in the decision-making and problem-solving process.

MKT 001 Lec: Lab: Cred:
Indicates credit given for marketing course work transferred from another college for which there is no equivalent course at TTC.

MKT 101 Lec: 3 Lab: 0 Cred: 3 BT
Marketing
This course introduces the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion and marketing distribution.

MKT 110 Lec: 3 Lab: 0 Cred: 3 BT
Retailing
This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs, profit management and e-commerce.

MKT 120 Lec: 3 Lab: 0 Cred: 3 BT
Sales Principles
This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.

MKT 130 Lec: 3 Lab: 0 Cred: 3 BT
Customer Service Principles
This course is a study of the importance of customer service satisfaction and the functions of various customer relations systems.

MKT 135 Lec: 3 Lab: 0 Cred: 3 BT
Customer Service Techniques
This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction and repeat sales.

MKT 240 Lec: 3 Lab: 0 Cred: 3 BT
Advertising
This course is a study of the role of advertising in the marketing of goods and services, including types of advertising, media, how advertising is created, agency functions and regulatory aspects of advertising.

MKT 250 Lec: 3 Lab: 0 Cred: 3 BT
Consumer Behavior
This course is a study of the buying behavior process and how individuals make decisions to spend their available resources on consumption-related items.

MKT 260 Lec: 3 Lab: 0 Cred: 3 BT
Marketing Management
This course is a study of the marketing system from the decision-maker's view, including how marketing strategies are planned and utilized in the market place.

MLT 102 Lec: 2 Lab: 3 Cred: 3 AH
Medical Lab Fundamentals
This course introduces basic concepts and procedures in medical laboratory technology.
Prereq: Meet MLT program admission and progression requirements, health examination, major medical insurance, Hepatitis B vaccine series, phlebotomy skills, current CPR certification, SLED check, AHS 142, BIO 112, CHM 110, CPT 101 and MAT 109 or MAT 110

MLT 105 Lec: 3 Lab: 3 Cred: 4 AH
Medical Microbiology
This course provides a survey of organisms encountered in the clinical microbiology laboratory, and includes sterilization and disinfection techniques.
Prereq: MLT 102

MLT 108 Lec: 1 Lab: 6 Cred: 3 AH
Urinalysis and Body Fluids
This course introduces the routine analysis and clinical significance of urine and other body fluids.
Prereq: MLT 102

MLT 110 Lec: 3 Lab: 3 Cred: 4 AH
Hematology
This course provides an introduction to the study of hematology, including terminology, safety and techniques for routine laboratory procedures.
Coreq: MLT 102

MLT 112 Lec: 1 Lab: 3 Cred: 2 AH
Introduction to Parasitology
This course provides an introductory study of human parasites, including classification, life cycles, vectors and differential morphology of the medically important parasites.
Prereq: ENG 101 or equivalent, advisor approval

MLT 115 Lec: 2 Lab: 3 Cred: 3 AH
Immunology
This course provides a study of the immune system, disease states and the basic principles of immunological testing.
Prereq: MLT 102, MLT 110

MLT 120 Lec: 3 Lab: 3 Cred: 4 AH
Immunohematology
This course introduces the theory and practice of blood banking, including the ABO, Rh and other blood group systems; compatibility testing; and hemolytic disease of the newborn.
Prereq: MLT 102, MLT 115, MLT 110

MLT 130 Lec: 3 Lab: 3 Cred: 4 AH
Clinical Chemistry
This course focuses on the study of nutritional, functional and excretional chemicals in blood and body fluids, including testing techniques and clinical significance.
Prereq: MLT 102, MLT 219

MLT 205 Lec: 3 Lab: 3 Cred: 4 AH
Advanced Microbiology
This course provides a detailed study of microorganisms and the currently accepted procedures for identification of these microorganisms in the clinical laboratory.
Prereq: MLT 105

MLT 210 Lec: 3 Lab: 3 Cred: 4 AH
Advanced Hematology
This course provides a study of diseases of blood cells and hematologic procedures including coagulation.
Prereq: MLT 110

MLT 219 Lec: 2 Lab: 3 Cred: 3 AH
Clinical Instrumentation
This course provides the theory and application of clinical laboratory instrumentation, including calibration, operation and maintenance.
Coreq: MLT 102

MLT 270 Lec: 2 Lab: 30 Cred: 12 AH
Clinical Applications
This course provides sequential practical experience in selected areas of a supervised clinical setting.
Prereq: MLT 108, MLT 112, MLT 120, MLT 130, MLT 205, MLT 210, MLT 219

MMT 110 Lec: 3 Lab: 0 Cred: 3 BT
Inventory Management
This course covers how to plan and control inventory. The course content relates inventory management to materials equipment plan and JIT environments.

MMT 135 Lec: 3 Lab: 0 Cred: 3 BT
Shipping Operations
This course is a study of manual and computer assisted shipping procedures; shipping forms and documentation; packaging, sealing, weighing and labeling shipments; selecting the best mode of transportation; and calculating freight charges.

MTH 120 Lec: 3.5 Lab: 1.5 Cred: 4 AH
Introduction to Massage
A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations and S.C. law for licensure. Swedish techniques are introduced.
Prereq: Admission into Massage Therapy program

MTH 121 Lec: 3.5 Lab: 1.5 Cred: 4 AH
Principles of Massage I
This course is an in-depth study of Swedish massage techniques and application to a complete body massage.
Prereq: MTH 120

MTH 122 Lec: 3 Lab: 3 Cred: 4 AH
Principles of Massage II
This course introduces basic assessment skills and applications of therapeutic techniques to deep soft tissue and structure.
Prereq: MTH 121

MTH 124 Lec: 3 Lab: 0 Cred: 3 AH
Massage Business Applications
This course addresses the basic business skills necessary to operate a massage business, including writing resumes, marketing, bookkeeping, taxes and record keeping.

MTH 127 Lec: 2 Lab: 3 Cred: 3 AH
Principles of Massage III
This course continues the applications of basic assessment skills and therapeutic techniques to additional regions of the body.
Prereq: MTH 120

MTH 128 Lec: 1 Lab: 9 Cred: 4 AH
Clinical Applications of Massage Therapy
Students will perform massage therapy in a clinical massage setting. Students will be closely supervised and evaluated by instructors in all aspects of massage.
Prereq: MTH 127

MTT 001 Lec: Lab: Cred:
Indicates credit given for machine tool technology course work transferred from another college for which there is no equivalent course at TTC.

MTT 101 Lec: 0.5 Lab: 4.5 Cred: 2 ET
Introduction to Machine Tool
This course covers the basics in measuring tools, layout tools and bench tools; and basic operations of lathes, mills and drill presses.

MTT 121 Lec: 3 Lab: 0 Cred: 3 ET
Machine Tool Theory I
This course covers the principles involved in the production of precision metal parts.

MTT 122 Lec: 1 Lab: 9 Cred: 4 ET
Machine Tool Practice I
This course covers practical experiences using the principles in Machine Tool Theory I.

MTT 123 Lec: 3 Lab: 0 Cred: 3 ET
Machine Tool Theory II
This course covers the principles involved in machining parts using machine tools, including lathes, mills, drill presses and the attachments for each.

MTT 124 Lec: 1 Lab: 9 Cred: 4 ET
Machine Tool Practice II
This course covers the practical application of the principles in Machine Tool Theory II.

MTT 125 Lec: 3 Lab: 0 Cred: 3 ET
Machine Tool Theory III
This course covers the principles involved in machining, heat treating and grinding complex metal parts.
Prereq: MTT 123 or advisor approval

MTT 126 Lec: 1 Lab: 9 Cred: 4 ET
Machine Tool Practice III
This course covers the practical application of the principles in Machine Tool Theory III.

MTT 141 Lec: 2 Lab: 3 Cred: 3 ET
Metals and Heat Treatment
This course is a study of the properties, characteristics and heat treatment procedures of metals.

MTT 143 Lec: 1.5 Lab: 1.5 Cred: 2 ET
Precision Measurements
This course is a study of precision measuring instruments.

MTT 215 Lec: 1 Lab: 9 Cred: 4 ET
Tool Room Machining I
This course covers advanced machine tool operations and introduces basic diemaking.

MTT 240 Lec: 3 Lab: 0 Cred: 3 ET
Specifications
This course covers standards and specifications relevant to the metal-working trade.

MTT 241 Lec: 2 Lab: 0 Cred: 2 ET
Jigs and Fixtures I
This course includes the theory necessary to design working prints of simple jigs and fixtures.
Prereq: EGT 106 or advisor approval

MTT 250 Lec: 2 Lab: 3 Cred: 3 ET
Principles of CNC
This course is an introduction to the coding used in CNC programming.

MTT 253 Lec: 2 Lab: 3 Cred: 3 ET
CNC Programming and Operation
This course is a study of the planning, programming, selecting, tooling, determining speeds and feeds, setting, operating and testing of CNC programs on CNC machines.
Prereq: MTT 250 or advisor approval

MUS 105 Lec: 3 Lab: 0 Cred: 3 HS
Music Appreciation
This course introduces the study of music focusing on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various Western and non-Western historical style periods, and appropriate listening experiences.

MUS 110 Lec: 3 Lab: 0 Cred: 3 HS
Music Fundamentals
This course is an introduction to the elements of music and music notation with keyboard applications.

NUR 102 Lec: 2.5 Lab: 4.5 Cred: 4 NU
Basic Nursing Care Skills
This course introduces basic nursing care skills, which are applied in long-term care. Students successfully completing this course are eligible to take the exam to become a certified nursing assistant.
Prereq: Acceptance into the NA Level, CPR certification, physical examination and all required immunizations/tests including the Hepatitis B vaccine series, major medical insurance, drug screen, criminal background check and mandatory in-service requirements.

NUR 104 Lec: 2.5 Lab: 4.5 Cred: 4 NU
Nursing Care Management I
This course focuses on the knowledge, skills and abilities that are fundamental to nursing practice with application in acute or extended care settings.
Prereq: Acceptance into the PN Level, successful completion of PN Level Drug Calculation Proficiency or AHS 126, NUR 102, CPR certification, physical examination and all required immunizations/tests including the Hepatitis B vaccine series, major medical insurance, drug screen, criminal background check and mandatory in-service requirements.
Coreq: BIO 210, ENG 101, PSY 201, NUR 105

NUR 105 Lec: 1 Lab: 0 Cred: 1 NU
Pharmacology for Nurses
This course is an introduction to the basic concepts of pharmacology related to drug administration. This course includes information on the basics of pharmacology and pharmacodynamics; nursing considerations for safe practice when giving drugs; laws and ethical issues related to drug administration; the appropriate references used to prepare for drug administration; and recognition of drug side effects, interactions and complications of drug therapy.
Prereq: BIO 210
Coreq: BIO 210, NUR 104 or departmental approval

NUR 158 Lec: 2.5 Lab: 4.5 Cred: 4 NU
Health Promotion for Families I
This course focuses on nursing care of the childbearing and childrearing families experiencing normal developmental changes and common health problems.
Prereq: NUR 104, CPR certification, clinical health requirements, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken. BIO 211, PSY 203
Coreq: BIO 211, PSY 203

NUR 159 Lec: 3 Lab: 9 Cred: 6 NU
Nursing Care Management II
This course focuses on the delivery of nursing care to individuals experiencing health problems emphasizing selected physiological systems.
Prereq: NUR 104, CPR certification, clinical health requirements, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken. BIO 211, PSY 203
Coreq: BIO 211, PSY 203

NUR 201 Lec: 3 Lab: 0 Cred: 3 NU
Transition Nursing
This course facilitates the transition of the practical nurse graduate to the role of the associate degree nursing student. Students who have achieved advanced placement status examine the implications inherent in the role change to that of registered nurse.
Prereq: BIO 210, CPT 101, ENG 101, PSY 201, completion of the ADN-level Dosage Calculation Proficiency or AHS 129, BIO 211, PSY 203
Coreq: Completion of the ADN-level Dosage Calculation Proficiency or AHS 129, BIO 211, PSY 203

NUR 206 Lec: 0 Lab: 6 Cred: 2 NU
Clinical Skills Application
This course involves the application of knowledge, skills and abilities in a clinical setting.
Prereq: NUR 104, CPR certification, clinical health requirements, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken. BIO 211, PSY 203
Coreq: BIO 211, PSY 203

NUR 207 Lec: 2.5 Lab: 4.5 Cred: 4 NU
Mental Health Promotion
This course focuses on the development of the relationship skills necessary for the nurse to function as a therapeutic provider when caring for the individual with common mental health problems.
Prereq: Acceptance into the ADN Level; successful completion of ADN-level Dosage Calculation Proficiency or AHS 129, BIO 210, BIO 211, CPT 101, ENG 101, NUR 209 or NUR 201, ENG 101, PSY 201 and PSY 203; completion of a PN program, CPR certification, physical examination; and all required immunizations/tests including the Hepatitis B vaccine series, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken.
Coreq: BIO 225

NUR 208 Lec: 2.5 Lab: 4.5 Cred: 4 NU
Health Promotion for Families II
This course focuses on reproductive health and nursing care of the childbearing and childrearing families experiencing acute and chronic health problems in the acute care setting.
Prereq: Acceptance into the ADN Level, successful completion of ADN-level Dosage Calculation Proficiency or AHS 129, BIO 210, BIO 211, CPT 101, ENG 101, NUR 209 or NUR 201, PSY 201, PSY 203, completion of a PN program, CPR certification, physical examination and all required immunizations/tests including the Hepatitis B vaccine series, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken.
Coreq: BIO 225

NUR 209 Lec: 2 Lab: 9 Cred: 5 NU
Nursing Care Management III
This course focuses on the delivery of nursing care to an increasing number of individuals experiencing health problems, emphasizing selected physiological systems. Students successfully completing this course are eligible to apply to take the NCLEX-PN to become a licensed practical nurse.
Prereq: CPT 101, NUR 158, NUR 159, CWE 112 or NUR 246 or NUR 206, CPR certification, clinical health requirements, Hepatitis B vaccine, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken.

NUR 219 Lec: 1 Lab: 9 Cred: 4 NU
Nursing Management and Leadership
This course prepares the student for the professional nursing role through the introduction of management skills required to care for small groups of individuals and to function as a leader of a nursing team. Students successfully completing this course are eligible to apply to take the NCLEX-RN to become a registered nurse.
Prereq: NUR 207 and NUR 208, MAT 120, THE 101, CPR certification, clinical health requirements, major medical insurance, drug screen, criminal background check, successful completion of the PN exit exam and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken.
Coreq: MAT 120, THE 101

NUR 246 Lec: 0 Lab: 6 Cred: 2 NU
Transcultural Clinical Skills Application
This course focuses on the application of nursing knowledge, skills and concepts in international clinical settings.
Prerequisites: NUR 102, NUR 104

OPH 101 Lec: 3 Lab: 3 Cred: 4 AH
Introduction to Ophthalmic Clinical Assisting
This course introduces the role, scope and duties of the ophthalmic clinical assistant. Topics include ophthalmic medical terminology, anatomy and physiology of the eye; clinical optics; ocular pharmacology; ocular microbiology; and basic ophthalmic diseases and disorders.

OPH 103 Lec: 5 Lab: 3 Cred: 6 AH
Ophthalmic Clinical Assisting I
This course consists of didactic and practical exercises in basic history taking, medical eye examination and adjunctive testing. In addition, this course introduces aseptic technique and minor surgical assisting.

OPH 110 Lec: 0 Lab: 15 Cred: 5 AH
Ophthalmic Clinical Assisting Practicum I
This course consists of practical applications to enhance the student's transition from classroom to the world of work by providing work experiences in a clinical setting.

OPH 113 Lec: 3 Lab: 3 Cred: 4 AH
Ophthalmic Clinical Assisting II
This course consists of didactic and practical exercises in basic maintenance of ophthalmic instruments and equipment, general medical knowledge, and patient interactions related to special needs. In addition, this course introduces the basic facts about retinoscopy, refractometry, spectacles and contact lenses.

OPH 120 Lec: 0 Lab: 24 Cred: 8 AH
Ophthalmic Clinical Assisting Practicum II
This course consists of advanced practical applications to enhance the student's work experiences in a clinical setting.

OTA 103 Lec: 2 Lab: 0 Cred: 2 AH
Introduction to Occupational Therapy
This course introduces the philosophy, history and development of occupational therapy. This course examines ethical and legal responsibilities, the scope of occupational therapy practice, professional resources and organizations and explores a variety of occupational therapy service models and practice settings as well as emerging practice areas.
Prereq: Admission into OTA program

OTA 130 Lec: .5 Lab: 1.5 Cred: 1 AH
Therapeutic Media I
This course emphasizes craft media usage for therapeutic purposes. This course examines the intrinsic value in human occupations and focuses on creative and critical thinking. Emphasis is on the use of client-centered, meaningful occupations for skill development and enhancement. It provides instruction in activity analysis with hands-on experience in activities across the lifespan including student application of the teaching/learning process.
Prereq: Admission into OTA program

OTA 149 Lec: .5 Lab: 1.5 Cred: 1 AH
Interdisciplinary Community Experiences
This course introduces interdisciplinary teams of students to working with clients in a variety of community settings. Students will apply the principles of group dynamics and therapeutic media while interacting with groups of clients. Safety and confidentiality issues regarding interactions with clients will be emphasized. Regulatory standards (e.g. OSHA, HIPPA), ethical behaviors, professional behaviors, and availability of community resources are presented.
Prereq: Admission into OTA program
Coreq: OTA 103, OTA 130, OTA 213

OTA 155 Lec: 1.5 Lab: 1.5 Cred: 2 AH
Gerontology
This course explores the role of occupational therapy with the elderly population, including physical, cognitive and psychosocial changes of aging, sensory loss and compensation. Disease processes and occupational therapy evaluation and treatment principles are emphasized.
Prereq: OTA 130, OTA 174

OTA 160 Lec: 2 Lab: 0 Cred: 2 AH
Adult Psychosocial Dysfunction
This course presents psychiatric disorders occurring in adulthood. The theory and application of occupational therapy evaluation and treatment principles are included.
Prereq: OTA 130, OTA 174

OTA 165 Lec: 4 Lab: 3 Cred: 5 AH
Adult Physical Dysfunction
This course presents physical dysfunctions occurring in adulthood. Disease processes and theory and application of occupational therapy evaluation and treatment principles are included. How the dysfunctions impact a person's occupational performance will be analyzed. Basic clinic safety, transfers, goniometry, and models of intervention used while working with adults and elders who have physical dysfunction will be presented.
Prereq: OTA 130, OTA 174

OTA 174 Lec: 5 Lab: 3 Cred: 6 AH
Pediatric Skills for the Occupational Therapy Assistant
This course covers dysfunctions that occur in infancy, childhood and adolescence, including physical and psychosocial disease processes and developmental disabilities. An in-depth study of the basic concepts of occupational therapy evaluation and treatment principles is presented. The process of typical development as compared to atypical development relative to occupational therapy and occupation will be studied. Emerging competencies in documentation and application of appropriate methods, media and modalities while working with children and adolescents who have special needs and who are culturally diverse will be demonstrated.
Prereq: Admission into the OTA program

OTA 203 Lec: 2 Lab: 3 Cred: 3 AH
Kinesiology for Occupational Therapy
This course includes identification and analysis of the components of human motion related to occupational therapy. Muscle, bone and joint structure as it relates to human motion will be emphasized. Course content includes the design and fabrication of orthotics, physical and mechanical modalities, and mobility aids.
Prereq: OTA 174

OTA 213 Lec: 2 Lab: 0 Cred: 2 AH
Group Process and Dynamics
This course introduces the interpersonal communication process and dynamics with groups. The focus is on group development and various relational communication skills including speaking/listening, therapeutic use of self, nonverbal communication and interviewing techniques.
Prereq: Admission into OTA program

OTA 245 Lec: 2 Lab: 0 Cred: 2 AH
Occupational Therapy Departmental Management
This course provides a study of the roles, responsibilities, supervision and management of occupational therapy services. This course introduces students to current management principles including reimbursement and continuous quality improvement measures and the role of research within the profession.
Prereq: OTA 103

OTA 252 Lec: 0 Lab: 6 Cred: 2 AH
OTA Clinical II
This course includes observation and participation in the clinical setting related to treating adults and the elderly.
Prereq: OTA 103

OTA 260 Lec: 0 Lab: 21 Cred: 7 AH
Clinical V
This course emphasizes direct participation in the pediatric, geriatric or mental health clinical experience.
Prereq: Successful completion of all OTA courses except OTA 268

OTA 268 Lec: 0 Lab: 21 Cred: 7 AH
Clinical VI (Physical Disabilities)
This course emphasizes direct participation in the physical disabilities clinical experience.
Prereq: Successful completion of all other OTA courses except OTA 260

PHI 101 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to Philosophy
This course includes a topical survey of the three main branches of philosophy – epistemology, metaphysics and ethics – and contemporary questions related to these branches.

PHI 110 Lec: 3 Lab: 0 Cred: 3 HS
Ethics
This course is a study of moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.

PHM 101 Lec: 2 Lab: 3 Cred: 3 AH
Introduction to Pharmacy Technician
This course provides a study of and an introduction to the pharmacy in providing patient care services.
Prereq: Admission into PHM program

PHM 110 Lec: 2 Lab: 6 Cred: 4 AH
Pharmacy Practice
This course provides a study of theory and practice in procuring, manipulating and preparing drugs for dispensing.
Prereq: PHM 101, PHM 113

PHM 113 Lec: 3 Lab: 0 Cred: 3 AH
Pharmacy Technician Math
This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.
Prereq: MAT 102 or MAT 153, admission to program

PHM 114 Lec: 3 Lab: 0 Cred: 3 AH
Therapeutic Agents I
This course provides an introductory study of therapeutic drug categories.
Prereq: PHM 101

PHM 118 Lec: 0 Lab: 3 Cred: 1 AH
Community Pharmacy Seminar
This course provides a study of the pharmacy issues related to the community pharmacy practice.
Prereq: PHM 110, PHM 113, PHM 114

PHM 124 Lec: 3 Lab: 0 Cred: 3 AH
Therapeutic Agents II
This course provides continued study of therapeutic drug categories.
Prereq: PHM 114

PHM 152 Lec: 0 Lab: 6 Cred: 2 AH
Pharmacy Technician Practicum I
This course provides a practical introduction to the pharmacy environment.
Prereq: PHM 101, PHM 113, physical examination, current CPR certification, medical professional liability and major medical insurance

PHM 164 Lec: 0 Lab: 12 Cred: 4 AH
Pharmacy Technician Practicum II
This course provides practical application to pharmacy skills in pharmacy environments.
Prereq: PHM 152, PHM 175

PHM 175 Lec: 0 Lab: 9 Cred: 3 AH
Pharmacy Technician Practicum
This course provides a study of and an introduction to the pharmacy in providing patient care services.
Prereq: PHM 152, physical examination, current CPR certification, medical professional liability and major medical insurance

PHM 201 Lec: 2 Lab: 0 Cred: 2 AH
Pharmacy Management
This course provides a study in managing personnel, material and workflow in a pharmacy.
Prereq: Students must be in third semester of diploma program or be a graduate of an ASHP Pharmacy Technician program

PHY 001 Lec: Lab: Cred:
Indicates credit given for physics course work transferred from another college for which there is no equivalent course at TTC.

PHY 100 Lec: 3 Lab: 0 Cred: 3 SM
Introductory Physics
This course in general physics includes introductory principles for higher-level physics study. It is recommended for students who did not take high school physics. (Nondegree credit)
Prereq: MAT 102, MAT 153 or appropriate test scores. The prerequisite for this course should have been completed in the last five years.

PHY 201 Lec: 3 Lab: 3 Cred: 4 SM
Physics I
This is the first in a two-semester sequence of non-calculus-based physics courses. Topics covered in the sequence include mechanics, wave motion, sound, heat, electromagnetism, optics and modern physics. The first semester focuses on mechanics, gravity, fluids, thermodynamics, mechanical waves and sound. Laboratory exercises supplement lectures.
Prereq: MAT 111 or MAT 112. Students may not receive credit for both PHY 201 and PHY 221. The prerequisite for this course should have been completed in the last five years.

PHY 202 Lec: 3 Lab: 3 Cred: 4 SM
Physics II
This is the second in a two-semester sequence of non-calculus-based physics. Topics covered in the sequence include mechanics, wave motion, sound, heat electromagnetism, optics and modern physics. The second semester focuses on electromagnetic forces, fields and waves, circuits, optics, relativity, quantum mechanics, and atomic and nuclear physics. Laboratory exercises supplement lectures.
Prereq: PHY 201 with a minimum grade of C. Students may not receive credit for both PHY 202 and PHY 222. The prerequisite for this course should have been completed in the last five years.

PHY 221 Lec: 3 Lab: 3 Cred: 4 SM
University Physics I
This is the first of a sequence of courses. The course is a calculus-based treatment of vectors, laws of motion, rotation, vibratory and wave motion. Laboratory exercises supplement lectures.
Prereq: MAT 140; students may not receive credit for both PHY 221 and PHY 201. The prerequisite for this course should have been completed in the last five years.

PHY 222 Lec: 3 Lab: 3 Cred: 4 SM
University Physics II
This course is a continuation of calculus-based treatment of thermodynamics, kinetic theory of gases, electricity and magnetism, and light, including electrostatics, dielectrics, electric circuits, electric and magnetic fields and induction phenomena, geometric and physical optics, and relativity. Laboratory exercises supplement lectures.
Prereq: MAT 141 and PHY 221 with a minimum grade of C. Students may not receive credit for both PHY 222 and PHY 202. The prerequisites for this course should have been completed in the last five years.

PHY 223 Lec: 3 Lab: 3 Cred: 4 SM
University Physics III
This course is a continuation of the calculus-based treatment of particle and wave aspects of matter and radiation, statistical mechanics, solid state and nuclear physics. Laboratory exercises supplement lectures.
Prereq: PHY 222 with a minimum grade of C. The prerequisite for this course should have been completed in the last five years.

PSC 201 Lec: 3 Lab: 0 Cred: 3 HS
American Government
This course is a study of national governmental institutions with emphasis on the Constitution; the functions of executive, legislative and judicial branches; civil liberties; and the role of the electorate.

PSC 215 Lec: 3 Lab: 0 Cred: 3 HS
State and Local Government
This course is a study of state, county and municipal government systems, including interrelationships between these systems and within the federal government.

PSC 220 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to International Relations
This course introduces the major focus and factors influencing world affairs, emphasizing the role of the United States in the global community and the impact of growing interdependence on daily living.

PSY 110 Lec: 3 Lab: 0 Cred: 3 HS
Applied Psychology
This course includes the practical application of psychological principles, with special consideration given to improving relationships between individuals and organizations.

PSY 201 Lec: 3 Lab: 0 Cred: 3 HS
General Psychology
This course introduces the basic theories and concepts in the science of behavior, scientific method, biological basis for behavior, perception, motivation, learning, memory, development, personality and abnormal behavior.

PSY 203 Lec: 3 Lab: 0 Cred: 3 HS
Human Growth and Development
This course is a chronological study of the physical, cognitive and emotional factors affecting human growth, development and potential across the lifespan.
Prereq: PSY 201

PSY 212 Lec: 3 Lab: 0 Cred: 3 HS
Abnormal Psychology
This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures, analysis of human behavior problems, and identification of the personal and social skills needed to deal with these problems.
Prereq: PSY 201

PSY 218 Lec: 3 Lab: 0 Cred: 3 HS
Behavior Modification
This course introduces the terminology, methods and procedures used in behavior modification, including the application of these procedures and techniques in specific areas of human services.
Prereq: PSY 201

PTH 101 Lec: 2 Lab: 0 Cred: 2 AH
Physical Therapy Professional Preparation
This course introduces the purpose, philosophy and history of physical therapy and medical and legal documentation.
Prereq: Admission into PTA program, physical examination

PTH 202 Lec: 3 Lab: 3 Cred: 4 AH
Physical Therapy Modalities
This course introduces patient care techniques, including patient preparation and therapeutic hot and cold modalities.
Coreq: PTH 101

PTH 205 Lec: 3 Lab: 3 Cred: 4 AH
Physical Therapy Functional Anatomy
This course introduces basic concepts and principles of muscles, joints and motion, including traditional testing procedures.
Coreq: PTH 101

PTH 221 Lec: 2 Lab: 0 Cred: 2 AH
Pathology I
This course introduces the basic pathophysiology of the body with emphasis on the body's reaction to disease and injury.
Prereq: PTH 205

PTH 222 Lec: 2 Lab: 0 Cred: 2 AH
Pathology II
This course is a continuation of the pathologies commonly treated in physical therapy with emphasis on etiology, clinical picture, diagnosis and treatment.
Prereq: PTH 221

PTH 230 Lec: 2 Lab: 3 Cred: 3 AH
Clinical Electrotherapy
This course provides a study of the rationale, contraindications and application techniques of various electrical equipment.
Prereq: PTH 240

PTH 235 Lec: 2 Lab: 0 Cred: 2 AH
Interpersonal Dynamics
This course introduces the dynamics of the health professional/patient relationship.
Prereq: Admission into PTA program

PTH 240 Lec: 4.5 Lab: 1.5 Cred: 5 AH
Therapeutic Exercises/Applications
This course provides the practical application of therapeutic exercise.
Prereq: PTH 202

PTH 242 Lec: 3 Lab: 3 Cred: 4 AH
Orthopedic Management
This course introduces basic orthopedic assessment skills and application of treatment techniques for the trunk and extremities.
Prereq: PTH 240

PTH 244 Lec: 3.5 Lab: 1.5 Cred: 4 AH
Rehabilitation
This course introduces neurological principles, pathology and specialized rehabilitation techniques for pediatric and adult care.
Prereq: PTH 205

PTH 245 Lec: 2 Lab: 0 Cred: 2 AH
Pediatric Physical Therapy
This course is a comprehensive introduction to pediatric dysfunctions occurring in infancy, childhood and adolescence.
Prereq: PTH 244

PTH 252 Lec: 0 Lab: 6 Cred: 2 AH
Clinical Practice
This course introduces elementary clinical procedures involved in the patient care setting.
Prereq: CPR certification, major medical insurance and current physical examination
Coreq: PTH 101

PTH 266 Lec: 0 Lab: 18 Cred: 6 AH
Physical Therapy Practicum I
This course includes patient treatments under the direct supervision of a licensed physical therapist and/or licensed physical therapist assistant.
Prereq: PTH 252

PTH 275 Lec: 1 Lab: 0 Cred: 1 AH
Advanced Professional Preparation
This course focuses on skills needed to enter the professional arena including résumé writing, interviewing, professional decision making, and preparation for the PTA National Board Examination.
Prereq: Admission to the PTA program

PTH 276 Lec: 0 Lab: 18 Cred: 6 AH
Physical Therapy Practicum II
This course includes practicum experience in a clinical setting using advanced and specialized skills under the supervision of a licensed physical therapist and/or licensed physical therapist assistant.
Prereq: PTH 266

QAT 001 Lec: Lab: Cred:
Indicates credit given for quality course work transferred from another college for which there is no equivalent course at TTC.

QAT 101 Lec: 3 Lab: 0 Cred: 3 BT
Introduction to Quality Assurance
This course covers the fundamentals of quality control, the evolution of the total quality system and the modern philosophy of quality. Process variability, fundamentals of probability and the basic concepts of control charts are included.

QAT 105 Lec: 3 Lab: 0 Cred: 3 BT
Total Quality Systems
This course is a study of the total quality control concept for manufacturing and service industries, including the statistical technology of quality management, process tolerances and control limits, and variable and attribute control charts.

QAT 110 Lec: 3 Lab: 0 Cred: 3 BT
Manufacturing Methods
This course introduces students to the theory and practices of fundamental production manufacturing methods.

QAT 150 Lec: 3 Lab: 0 Cred: 3 BT
Total Quality Management Improvement
This course covers the study of management's responsibility to the total quality improvement process, including organizing for quality, commitment to quality and how to improve quality.

QAT 201 Lec: 3 Lab: 0 Cred: 3 BT
Quality Cost Analysis/Auditing
This course is a study of the categories of quality costs, measurement bases and quality cost trend analysis. It provides an appreciation for the prevention of defects and the effect upon total quality costs. The principles of quality auditing also are covered.

QAT 232 Lec: 3 Lab: 0 Cred: 3 BT
Statistical Quality Control
This course is a study of the basic concepts and techniques of statistical quality processes for both manufacturing and service industries. Topics include fundamentals of statistics, control charts, probability, acceptance sampling and quality costs.

QAT 240 Lec: 3 Lab: 0 Cred: 3 BT
Advanced Quality Concepts
This course is a study of problem prevention through the application of quality concepts. Topics include collecting data, cause-effect diagrams, pareto analysis, control charts, sampling, auditing and quality costs.

RAD 101 Lec: 2 Lab: 0 Cred: 2 AH
Introduction to Radiography
This course introduces radiologic technology with emphasis on orientation to the radiology department, ethics and basic radiation protection.
Prereq: Admission into RAD program, CHM 100 or equivalent or high school chemistry, MAT 110, current CPR certification, physical examination, major medical insurance and Hepatitis B vaccine series
Coreq: AHS 110, RAD 121

RAD 110 Lec: 2 Lab: 3 Cred: 3 AH
Radiographic Imaging I
This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.
Prereq: RAD 121

RAD 115 Lec: 2 Lab: 3 Cred: 3 AH
Radiographic Imaging II
This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.
Prereq: RAD 110

RAD 121 Lec: 4 Lab: 0 Cred: 4 AH
Radiographic Physics
This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of X-ray equipment.
Prereq: Admission into RAD program, CHM 100 or equivalent or high school chemistry, MAT 110, current CPR certification, physical examination, major medical insurance and Hepatitis B vaccine series
Coreq: AHS 110 and RAD 101

RAD 130 Lec: 2 Lab: 3 Cred: 3 AH
Radiographic Procedures I
This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen and extremities is included.
Prereq: AHS 110, RAD 101

RAD 136 Lec: 2 Lab: 3 Cred: 3 AH
Radiographic Procedures II
This course is a study of radiographic procedures for visualization of the structures of the body.
Prereq: BIO 210, RAD 130

RAD 152 Lec: 0 Lab: 6 Cred: 2 AH
Applied Radiography I
This course introduces students to the clinical environment of the hospital by providing basic instruction in the use of radiographic equipment and routine radiographic procedures.
Prereq: AHS 110, RAD 101

RAD 165 Lec: 0 Lab: 15 Cred: 5 AH
Applied Radiography II
This course allows students to receive instruction in the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.
Prereq: BIO 210, RAD 152

RAD 175 Lec: 0 Lab: 15 Cred: 5 AH
Applied Radiography III
This course builds students' competence in performing radiographic procedures within the clinical environment.
Prereq: RAD 115, RAD 121, RAD 136, RAD 165

RAD 201 Lec: 2 Lab: 0 Cred: 2 AH
Radiation Biology
This course provides instruction in the principles of radiobiology and protection. It emphasizes procedures that minimize radiation exposure of patients, personnel and the population at large.
Prereq: RAD 121, RAD 136, RAD 165

RAD 205 Lec: 2 Lab: 0 Cred: 2 AH
Radiographic Pathology
This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis and treatment.
Prereq: RAD 201, RAD 236

RAD 220 Lec: 3 Lab: 0 Cred: 3 AH
Selected Imaging Topics
This course includes instruction in advanced topics unique to the radiological sciences.
Prereq: RAD 205, RAD 230, RAD 258

RAD 230 Lec: 2 Lab: 3 Cred: 3 AH
Radiographic Procedures III
This course provides instruction in special radiographic procedures.
Prereq: RAD 175, RAD 201, RAD 236

RAD 236 Lec: 1 Lab: 3 Cred: 2 AH
Radiography Seminar II
This lecture and laboratory course includes a review of the anatomy of the skull and positioning of cranial and facial bones.
Prereq: BIO 211, RAD 115, RAD 121, RAD 136, RAD 165,

RAD 258 Lec: 0 Lab: 24 Cred: 8 AH
Advanced Radiography I
This course provides an environment for the student to function more independently while performing routine procedures in a working radiology department while also being more involved in advanced radiographic procedures.
Prereq: RAD 165, RAD 175, RAD 201

RAD 268 Lec: 0 Lab: 24 Cred: 8 AH
Advanced Radiography II
This course improves students' competence in routine radiographic examinations and advanced procedures, and builds self-confidence in the clinical atmosphere.
Prereq: RAD 205, RAD 230, RAD 258

RDG 013 Lec: 1 Lab: 0 Cred: 1 LC
Developmental Reading (Challenge)
This course is intended for students who need improvement in basic reading skills. Based on assessment of student needs, instruction includes vocabulary, comprehension, use of reference materials and an introduction to analysis of literature. This course is an option for the student whose performance on TTC's placement test places him or her in Developmental Reading (RDG 032), but whose scores fall within the challenge range. This one-credit course provides 15 contact hours of study and review for students who need only a short course to satisfy the competencies of Developmental Reading (RDG 032). The successful student will pass the departmental examination and may enroll in the next level of course. (Nondegree credit)
Prereq: Students who score within the challenge range for the course are recommended to enroll in RDG 013. The student's advisor should confirm that the student's placement score on reading falls within the qualifying range.

RDG 032 Lec: 3 Lab: 0 Cred: 3 LC
Developmental Reading
This course is for students who need improvement in basic reading skills. Based on assessment of student needs, instruction includes vocabulary, comprehension, use of reference materials and an introduction to analysis of literature. (Nondegree credit)
Prereq: Appropriate test score

RDG 100 Lec: 3 Lab: 0 Cred: 3 LC
Critical Reading
This course covers the application of basic reading skills to improve critical comprehension and higher-order thinking skills. (Nondegree credit) Students who score 68-74 on the reading portion of the CPT, or 61-85 on COMPASS, or 36-44 on ASSET are advised to enroll in this course.

REL 101 Led: 3 Lab: 0 Cred: 3
Introduction to Religion
This course provides a study of religion and the nature of religious belief and practice.

RES 110 Lec: 2 Lab: 0 Cred: 2 AH
Cardiopulmonary Science I
This course focuses on assessment, treatment and evaluation of patients with cardiopulmonary disease.
Prereq: Admission into RES program, physical examination
Coreq: RES 121

RES 111 Lec: 2 Lab: 0 Cred: 2 AH
Pathophysiology
This course is a study of the general principles and analyses of normal and diseased states.
Prereq: RES 110
Coreq: RES 244, RES 247

RES 121 Lec: 3.5 Lab: 1.5 Cred: 4 AH
Respiratory Skills I
This course includes a study of basic respiratory therapy procedures and their administration. This course presents the theory of equipment and procedures for patients requiring general cardiopulmonary care. Emphasis is on medical gas therapy, aerosol and humidity therapy, chest physical therapy, and arterial blood gas analysis and puncture.
Prereq: Admission into RES program
Coreq: RES 110

RES 131 Lec: 3.5 Lab: 1.5 Cred: 4 AH
Respiratory Skills II
This course is a study of selected respiratory care procedures and applications. Physiology of mechanical ventilation and the design and operation of commonly used mechanical ventilators and monitoring devices are discussed. Chest tube drainage systems and chest X-ray interpretation also are included.
Prereq: RES 121

RES 142 Lec: 2 Lab: 0 Cred: 2 AH
Basic Pediatric Care
This course includes an introduction to basic pediatric and neonatal care.
Prereq: RES 246
Coreq: RES 152, RES 210, RES 247

RES 152 Lec: 0 Lab: 9 Cred: 3 AH
Clinical Applications II
This course includes practice of respiratory care procedures in the hospital setting. An introduction to the critical care setting with emphasis on intensive respiratory care skills, maintenance of artificial airways, continuous mechanical ventilation and physiologic monitoring is provided.
Prereq: RES 161
Coreq: RES 142, RES 210, RES 247

RES 160 Lec: 0 Lab: 3 Cred: 1 AH
Clinical I
This course provides an introduction to the hospital setting and basic oxygen therapy.
Prereq: Admission into RES program, RES 121, PPD, CPR certification
Coreq: RES 110

RES 161 Lec: 0 Lab: 12 Cred: 4 AH
Clinical II
This course covers fundamental respiratory care.
Prereq: RES 131
Coreq: RES 111, RES 244, RES 247

RES 205 Lec: 2 Lab: 0 Cred: 2 AH
Neonatal Respiratory Care
This course focuses on cardiopulmonary physiology, pathology and management of the newborn patient. Neonatal assessment, therapeutic procedures, monitoring, mechanical ventilation and clinical issues in neonatal care are included.
Prereq: RES 142
Coreq: RES 249, RES 254

RES 210 Lec: 3 Lab: 0 Cred: 3 AH
Cardiopulmonary Science II
This course is a study of cardiopulmonary, renal and neuromuscular physiology and pathophysiology. Emphasis is on current therapeutic modalities in the care of patients with cardiopulmonary diseases. Etiologic, symptomatic, diagnostic and prognostic facets of each disease are presented.
Prereq: RES 246
Coreq: RES 142, RES 152

RES 220 Lec: 1 Lab: 0 Cred: 1 AH
Hemodynamic Monitoring
This course is a study of basic hemodynamic monitoring. Included is a study of blood flow utilizing pulmonary artery and central venus pressure catheters.
Prereq: RES 244
Coreq: RES 142, RES 152

RES 235 Lec: 3.5 Lab: 1.5 Cred: 4 AH
Respiratory Diagnostics
This course is a study of diagnostic and therapeutic procedures. Methods, equipment, techniques and interpretation of pulmonary function, exercise testing and hemodynamic monitoring are discussed. Other topics include electrocardiography and hyperbaric oxygenation.
Prereq: RES 247
Coreq: RES 253

RES 244 Lec: 3.5 Lab: 1.5 Cred: 4 AH
Advanced Respiratory Skills I
This course includes an in-depth study of mechanical ventilation and considerations for management of the critical care patient.
Prereq: RES 131
Coreq: RES 111, RES 161

RES 246 Lec: 2 Lab: 0 Cred: 2 AH
Respiratory Pharmacology
This course includes a study of pharmacologic agents used in cardiopulmonary care. Indications, contraindications, hazards and side effects of pharmacological agents used to treat cardiopulmonary and renal disorders are discussed. Emphasis is on agents commonly administered by the respiratory care practitioner.
Prereq: RES 121
Coreq: RES 160, RES 131

RES 247 Lec: 2 Lab: 0 Cred: 2 AH
Advanced Respiratory Pharmacology
This course covers the indications, side effects and hazards of pharmacologic agents used in the intensive care unit. Emphasis is on agents commonly administered by the respiratory care practitioner.
Prereq: RES 246
Coreq: RES 244

RES 249 Lec: 2 Lab: 0 Cred: 2 AH
Comprehensive Applications
This course includes the integration of didactic and clinical trainers in respiratory care technology. Current issues, problem-solving skills and principles of supervision with emphasis on the role of the first-line supervisor are introduced. Students take a valid entry-level, advanced-level and clinical simulation in preparation for national examinations.
Prereq: RES 235
Coreq: RES 205, RES 254

RES 253 Lec: 0 Lab: 18 Cred: 6 AH
Advanced Clinical Studies I
This course provides clinical instruction in advanced patient care practice. The student continues to refine techniques applicable to the critically ill patient with an emphasis on prolonged mechanical ventilation.
Prereq: RES 152, PPD
Coreq: RES 235, CPR certification

RES 254 Lec: 0 Lab: 21 Cred: 7 AH
Advanced Clinical Studies II
This course includes clinical instruction in advanced patient care practice. The course offers clinical instruction in pediatric, neonatal and adult critical care. The student respiratory care practitioner is expected to function as a critical care therapist with limited supervision or instruction.
Prereq: RES 253
Coreq: RES 205, RES 249

RTV 101 Lec: 2 Lab: 3 Cred: 3 FV
Audio Techniques
This course is an introduction to the tools and processes involved in audio production, including basic training in the operation of sound recording and playback systems.
Prereq: Departmental approval for nondegree-seeking students

RTV 102 Lec: 2 Lab: 3 Cred: 3 FV
Lighting Fundamentals
This course covers the equipment, safety requirements, protocol and aesthetic techniques used in lighting digital and film productions.

RTV 103 Lec: 2 Lab: 3 Cred: 3 FV
Field Operations
This course introduces the setup, operation and application of video equipment for field production.
Prereq: RTV 101, RTV 144, departmental approval for nondegree-seeking students

RTV 105 Lec: 2 Lab: 3 Cred: 3 FV
TV Studio Operations
This course covers the basics of studio operations with emphasis on lighting, cameras, floor management and control room operations.
Prereq: Departmental approval for nondegree-seeking students

RTV 107 Lec: 2 Lab: 3 Cred: 3 FV
Producing and Directing
This course includes the processes involved from creating and organizing an idea to the final video product.
Prereq: RTV 101, RTV 103, RTV 105, RTV 109, departmental approval for nondegree-seeking students

RTV 109 Lec: 2 Lab: 3 Cred: 3 FV
Writing for Electronic Media
This course covers writing techniques for radio, television and other electronic media. Emphasis is placed on broadcast news writing, TV and radio commercial writing and short form storytelling. It is recommended that students enrolling in RTV 109 be familiar with basic computer functions and word processing software.
Prereq: ENG 100 and basic computer skills

RTV 111 Lec: 2 Lab: 3 Cred: 3 FV
Radio Studio Techniques I
This course includes an introduction to the broadcasting studio utilizing the audio control console and recording devices.
Prereq: RTV 101, RTV 109, RTV 121, departmental approval for nondegree-seeking students

RTV 112 Lec: 2 Lab: 3 Cred: 3 FV
Radio Studio Techniques II
This course covers commercial production, news formatting and program assembly techniques.
Prereq: RTV 111, departmental approval for nondegree-seeking students

RTV 113 Lec: 2 Lab: 3 Cred: 3 FV
Video Editing
This course is designed to teach students to edit video using a cuts-only format. Logical sequencing, technical correctness and creative story editing are emphasized. In addition, students will learn contemporary transition techniques used in the broadcast industry.
Prereq: FLM 148, departmental approval for nondegree-seeking students

RTV 121 Lec: 3 Lab: 0 Cred: 3 FV
Introduction to Broadcasting
This course covers the history of broadcasting, federal communications policies and basic operational practices.
Prereq: ENG 100

RTV 132 Lec: 2 Lab: 3 Cred: 3 FV
Broadcast Journalism
This course covers the preparation of news in a form desirable for broadcasting.
Prereq: ENG 101, RTV 103, RTV 105, RTV 109, departmental approval for nondegree-seeking students

RTV 140 Lec: 2 Lab: 3 Cred: 3 FV
Basic Photography
This course covers the basics of the photographic process.
Prereq: Departmental approval for nondegree-seeking students

RTV 144 Lec: 2 Lab: 3 Cred: 3 FV
Basic Videography
This course covers the basic skills and knowledge required to use a video camera. Camera controls and compositional elements are emphasized.

RTV 150 Lec: 2 Lab: 3 Cred: 3 FV
Scriptwriting
This course is designed to teach students the techniques of writing for the visual medium. Emphasis is on the split column and screenplay formats. How to combine visual images with sound also is emphasized.
Prereq: ENG 101

RTV 211 Lec: 2 Lab: 3 Cred: 3 FV
Radio Studio Techniques III
This course further studies advanced techniques of commercial production, news formatting and program assembly techniques.
Prereq: RTV 111, RTV 112, departmental approval required for nondegree-seeking students

RTV 222 Lec: 2 Lab: 3 Cred: 3 FV
TV Studio Techniques
This course covers an introduction to TV production, including camera movements, directing instructions, editing and sequential photography.
Prereq: RTV 101, RTV 103, RTV 105, RTV 109, RTV 144, departmental approval for nondegree-seeking students

RTV 223 Lec: 2 Lab: 3 Cred: 3 FV
Interview and Discussion
This course covers the techniques for successfully interviewing people, whether for TV sound bites or full-length interview programs.
Prereq: Departmental approval for nondegree-seeking students

RTV 224 Lec: 2 Lab: 3 Cred: 3 FV
TV Production
This course covers advanced studio techniques, utilizing mixing of audio and video sources.
Prereq: RTV 107, departmental approval for nondegree-seeking students

RTV 226 Lec: 2 Lab: 3 Cred: 3 FV
TV Directing
This course covers planning and organizing broadcast programs for the most effective use of studio time and facilities.
Prereq: RTV 107 or departmental approval for nondegree-seeking students

RTV 231 Lec: 0 Lab: 12 Cred: 3 FV
SCWE in Broadcasting I
This course includes supervised production experience at a television or radio location. This course cannot be audited. This course may only be taken twice. A grade of C or better is required to advance to RTV 232.
Prereq: RTV 101, RTV 103, RTV 105, RTV 109, RTV 111, RTV 121, RTV 222, departmental approval for nondegree-seeking students

RTV 232 Lec: 0 Lab: 12 Cred: 3 FV
SCWE in Broadcasting II
This course includes supervised production experience at a television or radio production location. This course cannot be audited. This course may only be taken twice. This course may not be taken concurrently with RTV 231. A grade of C or higher must be earned to receive credit for the course.
Prereq: RTV 231 with a minimum grade of C, departmental approval for nondegree-seeking students

RTV 233 Lec: 0 Lab: 12 Cred: 3 FV
SCWE in Broadcasting III
This course includes supervised production experience at a television or radio production location. This course cannot be audited. This course may only be taken twice. A grade of C or higher must be earned to receive credit for the course.
Prereq: RTV 232 with a minimum grade of C, departmental approval for nondegree-seeking students

RTV 270 Lec: 3 Lab: 0 Cred: 3 FV
Media Arts Business Procedures
This course is a study of professional practices involved in the organization and operation of businesses involved in the media arts.
Prereq: 18 semester hours in FLM and/or RTV courses to include FLM 150

RTV 280 Lec: 1 Lab: 0 Cred: 1 FV
Media Arts Exit Review
This course covers the development of the strategies for entering the media arts industry and refining demo reels and résumés to meet professional standards.
Prereq: 18 semester hours in FLM and/or RTV courses; this course should be taken in the last semester.

SAC 101 Lec: 3 Lab: 0 Cred: 3 CF
Best Practices in School-Age and Youth Care Skills
This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments.

SAC 200 Lec: 2 Lab: 3 Cred: 3 CF
Introduction to School-Age and Youth Care
This course introduces students to current theories and practices relevant to the care of school-age children and youth. Characteristics of the components of quality programs are explored using the nationally recognized program appraisal tool A.S.Q. (Assessing School-Age Child Care Quality).

SAC 201 Lec: 2 Lab: 3 Cred: 3 CF
Development of the School-Age Child and Youth
This course examines how to plan for and guide the social and emotional development of school-age children and youth. Students will gain the knowledge and skills to interpret and evaluate behavior and to make appropriate decisions needed to work effectively with school-age children.

SAC 202 Lec: 3 Lab: 0 Cred: 3 CF
Administration of School-Age and Youth Programs
This course is designed to allow students to gain insight into the pragmatic aspects of program administration and supervision. Students will obtain an understanding of the skills needed to maintain, promote and enhance total program development and participate in forums with area program coordinators to discuss current issues related to program administration and supervision.

SAC 203 Lec: 3 Lab: 0 Cred: 3 CF
Designing Model Environments for School-Age Children and Youth
This course focuses on the relationship between SAC curriculum and the SAC environment. Students explore curriculum design, standards of quality in the indoor and outdoor environment, as well as how to utilize existing shared indoor space effectively. Field trips are an integral component to the course.
Prereq: SAC 200

SAC 204 Lec: 3 Lab: 0 Cred: 3 CF
Safety, Health and Nutrition for School-Age Children and Youth
This course provides an in-depth look into security issues in school-age programs. Students plan and prepare nutritional snacks and learn techniques to protect and enhance the health of children.

SAC 205 Lec: 3 Lab: 0 Cred: 3 CF
Guiding Behavior, Violence Prevention and Classroom Management Strategies
Students learn to recognize patterns of violence, how they develop and how they can be modified and controlled. Students also learn to incorporate positive behavioral skills used in guiding children's behavior.

SAC 206 Lec: 3 Lab: 0 Cred: 3 CF
Human Relationships for Children, Staff and Families
This course is a study in the human relationships present in school-age care programs. Focus will be upon the examination of the various relationships and how the management of these relationships provides effective tools for developing quality programs.

SAC 207 Lec: 3 Lab: 0 Cred: 3 CF
Science, Technology and Cultural Arts in School-Age and Youth Programs
This course provides an opportunity for students to learn to incorporate the use of science, technology and arts in planning activities and administering program operations.

SAC 208 Lec: 2 Lab: 3 Cred: 3 CF
Supervised Field Experience for School-Age and Youth Care
This course offers students the opportunity to put skills they have learned through the school-age curriculum into practice.
Prereq: 12 semester credit hours in SAC courses

SAC 209 Lec: 2 Lab: 3 Cred: 3 CF
Introduction to Special Education for School-Age Children and Youth
This course includes an overview of school-age children and youth with special needs. The course will review the history of the field, basic beliefs, current trends and exceptionality categories emphasizing treatment modalities, community resources, federal legislation and strategies for inclusion.

SCI 001 Lec: Lab: Cred:
Indicates credit given for lab science course work transferred from another college for which there is no equivalent course at TTC.

SCI 002 Lec: Lab: Cred:
Indicates credit given for nonlab science course work transferred from another college for which there is no equivalent course at TTC.

SCS 001-002 Lec: Lab: Cred:
Indicates credit given for social sciences course work transferred from another college for which there is no equivalent course at TTC.

SOC 101 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to Sociology
This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions.

SOC 102 Lec: 3 Lab: 0 Cred: 3 HS
Marriage and the Family
This course introduces the institution of marriage and the family from the sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change.

SOC 205 Lec: 3 Lab: 0 Cred: 3 HS
Social Problems
This course is a survey of current social problems in America stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology and possible solutions.

SOC 210 Lec: 3 Lab: 0 Cred: 3 HS
Juvenile Delinquency
This course presents the nature, extent and causes of juvenile delinquency behavior, including strategies used in the prevention, intervention and control of deviant behavior.

SOC 230 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to Gerontology
This course is a study of the aging processes, including physiological, psychological, sociological and economic factors.

SPA 001 Lec: Lab: Cred:
Indicates credit given for Spanish course work transferred from another college for which there is no equivalent course at TTC.

SPA 100 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to Spanish
This course includes the basics of language, specifically in comparing and contrasting English and Spanish grammar (i.e., parts of speech and sentence structure). The course incorporates the four basic skills (reading, writing, speaking and listening) as well as study and test-taking skills peculiar to the study of foreign language. Nondegree credit
Prereq: ENG 032

SPA 101 Lec: 4 Lab: 0 Cred: 4 HS
Elementary Spanish I
This course is a study of the four basic language skills: listening, speaking, reading and writing. It includes an introduction to Hispanic culture.

SPA 102 Lec: 4 Lab: 0 Cred: 4 HS
Elementary Spanish II
This course continues development of the basic language skills and the study of the Hispanic culture.
Prereq: SPA 101 or specified Spanish placement test scores

SPA 155 Lec: 3 Lab: 0 Cred: 3 HS
Technical Spanish I
This course is the study of technical communication in Spanish for professionals who work in a bilingual workplace or who work with the Spanish-speaking public. The course includes speaking, reading, writing and understanding Spanish, beginning with fundamentals of basic Spanish, followed by more specialized training in various career fields.
Prereq: ENG 100 or appropriate test scores

SPA 201 Lec: 3 Lab: 0 Cred: 3 HS
Intermediate Spanish I
This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.
Prereq: SPA 102 or specified Spanish placement test scores

SPA 202 Lec: 3 Lab: 0 Cred: 3 HS
Intermediate Spanish II
This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose.
Prereq: SPA 201 or specified Spanish placement test scores

SPC 205 Lec: 3 Lab: 0 Cred: 3 HS
Public Speaking
This course introduces the principles of public speaking with the application of speaking skills in varied communication situations. Emphasis is placed on content and organization in the development and delivery of oral messages.
Prereq: Specified Writing Skills placement test scores or completion of ENG 100 with a minimum grade of C

SPC 209 Lec: 3 Lab: 0 Cred: 3 HS
Interpersonal Communication
This course introduces the principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. This course focuses on interpersonal message development and analysis in a variety of communication contexts, including self, stranger, acquaintance, business and personal.
Prereq: Specified Writing Skills placement test scores or completion of ENG 100 with a minimum grade of C

SPC 210 Lec: 3 Lab: 0 Cred: 3 HS
Oral Interpretation of Literature
This course presents the principles and practices in the oral interpretation of literary works including the selection, analysis, rehearsal and performance of poetry, prose, and/or drama.
Prereq: ENG 100 with a grade of C or better

SPC 225 Lec: 3 Lab: 0 Cred: 3
Introduction to Communication Theory
This is a survey course of various communication theories, which considers the principles, contexts and developments of human communication. Topics include discussion of interpersonal, relational, organizational, symbolic, rhetorical, media, gender and intercultural communication theories.
Prereq: ENG 100 or equivalent scores

THE 101 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to Theater
This course includes the appreciation and analysis of theatrical literature, history and production.
Prereq: Specified Writing Skills placement test scores or completion of ENG 100 with a minimum grade of C

THE 225 Lec: 2 Lab: 3 Cred: 3 HS
Theater Production
This course includes the study and application of all processes of a theatrical production from page to stage culminating in a production performance.

TRL 101 Lec: 3 Lab: 0 Cred: 3 BT
Introduction to Transportation
This course is a study of the framework, role and historical development of transportation, and covers characteristics of railroad, truck, air and pipeline.

TRL 102 Lec: 3 Lab: 0 Cred: 3 BT
Customer Service Management
This course is a study of professional telephone etiquette, customer service work environments, customer service failures, problem resolution, complaint policies and communication techniques.

TRL 103 Lec: 3 Lab: 0 Cred: 3 BT
Logistics Management
This course is a study of basic concepts, management levels, elements of inventory control, transportation, warehousing, packaging, material handling, purchasing and the role order-processing plays in the distribution cycle.

TRL 104 Lec: 3 Lab: 0 Cred: 3 BT
Transportation Administration
This course is a study of the fundamentals of the administrative aspects of transportation operation, freight classification, tariffs, carrier pricing schedules, rates, bills of lading, contracts and freight claims.

TRL 105 Lec: 3 Lab: 0 Cred: 3 BT
Warehousing
This course is a study of the role, functions and management of warehousing; transportation; accountability; operations and contingency planning; warehouse security; contracts; liabilities; and inventory control.

TRL 106 Lec: 3 Lab: 0 Cred: 3 BT
Export/Import
This course includes an overview of international trade, entering the overseas market, distribution, payment, letters of credit, shipping, importing, customs-house brokers, government regulations, and sources of assistance and information.

TRL 107 Lec: 3 Lab: 0 Cred: 3 BT
Commercial Motor Carrier
This course is a study of the fundamentals of motor carrier transportation, including equipment, DOT regulations or drivers, cargo documentation, dispatching, legal limits, fuel tax, licensing, contracting and hazardous material.

VET 101 Lec: 2 Lab: 3 Cred: 3 AH
Animal Breeds and Husbandry
This course is a study of various species and breeds of domestic animals commonly encountered in veterinary medicine. Emphasis is placed on the recognition of each breed as well as important terminology and physiological data and behavior of each species of animal.
Prereq: Admission into Veterinary Technology program

VET 104 Lec: 2 Lab: 3 Cred: 3 AH
Veterinary Anatomy and Physiology
This course provides a general survey of the functional anatomy and physiology of the domestic animals commonly encountered in veterinary medicine, including medical terminology. Dissection of representative cadavers is performed in the laboratory.
Coreq: VET 101

VET 105 Lec: 1 Lab: 0 Cred: 1 AH
Orientation to Veterinary Technology
This course is designed to explore the different job opportunities for a veterinary technician. In addition, the course exposes the veterinary technology student to key characteristics of people who are successful in this field.

VET 116 Lec: 1 Lab: 6 Cred: 3 AH
Radiology and Parasitology
This course is a study of the radiologic techniques for all domestic animals in veterinary medicine, including taking, developing and assessing for technical errors of large and small animal radiographs. This course also includes a survey and laboratory study of domestic animal parasites.
Prereq: VET 104

VET 117 Lec: 2 Lab: 0 Cred: 2 AH
Animal Nutrition
This course exposes the student to the different nutrients and their function. Evaluating foodstuffs and exploring the role of dietary management and the use of prescription diets in small animals is covered.
Prereq: Admission into Veterinary Technology program

VET 140 Lec: 2 Lab: 0 Cred: 2 AH
Veterinary Pharmacology
This course is the study of the principles of pharmacology and the pharmaceutical products used in veterinary medicine.
Prereq: VET 101, VET 104
Coreq: VET 160

VET 142 Lec: 2 Lab: 3 Cred: 3 AH
Veterinary Anesthesia
This course is the study of the principles and practical uses of anesthesia in veterinary medicine.
Prereq: VET 101, VET 104
Coreq: VET 160

VET 152 Lec: 2 Lab: 6 Cred: 4 AH
Clinical Pathology
This course is a study of veterinary hematology, urology and clinical chemistry followed by application of standard laboratory procedures and regulatory testing in each of these disciplines.
Prereq: VET 215

VET 160 Lec: 2 Lab: 3 Cred: 3 AH
Clinical Techniques II
This course provides a survey of technical skills required by the veterinary technician with emphasis on radiographic and anesthetic procedures.
Prereq: VET 104

VET 170 Lec: 0 Lab: 18 Cred: 6 AH
Veterinary Technician Externship
This course provides clinical training in the veterinary field under the direct supervision of a licensed veterinarian in a veterinary facility.
Prereq: VET 250

VET 180 Lec: 1 Lab: 3 Cred: 2 AH
Preceptorship
This course requires the student to observe in a number of different veterinary clinics. The purpose of the course is to expose the Veterinary Technology student to a variety of practices and clinical settings.
Prereq: VET 104

VET 201 Lec: 4 Lab: 0 Cred: 4 AH
Diseases and Zoonosis
This course provides a study of domestic animal diseases, including their causes, symptoms, prevention, treatment and public health significance.
Prereq: VET 180

VET 207 Lec: 2 Lab: 3 Cred: 3 AH
Large Animal Clinical Practice
This course covers topics relevant to medical and surgical techniques of the common domestic large animal species. Topics include physical exam, restraint, sample collection, bandaging, emergency treatment, surgical and obstetrical procedures and instruments, herd health, and lameness.
Prereq: VET 215

VET 215 Lec: 1 Lab: 3 Cred: 2 AH
Laboratory Animal Medicine
This course provides a study of the animals and facilities used in research procedures in medicine. The course includes equipment, aseptic techniques, vivarium management, husbandry, and disease prevention in laboratory animals.
Prereq: VET 140, VET 142

VET 240 Lec: 3 Lab: 0 Cred: 3 AH
Office Management and Client Education
This course provides a study of office management, including the use of the computer in veterinary medical facilities. The course also includes an in-depth study of veterinary ethics and client education techniques.
Prereq: VET 160

VET 250 Lec: 1 Lab: 6 Cred: 3 AH
Clinical Techniques III
This course includes a survey of technical skills required by the veterinary technician with emphasis on laboratory techniques.
Prereq: VET 215

VET 260 Lec: 1 Lab: 6 Cred: 3 AH
Clinical Techniques IV
This course surveys the technical skills required by veterinary technicians with emphasis on medical and surgical emergencies.
Prereq: VET 250

VET 280 Lec: 1 Lab: 0 Cred: 1 AH
Senior Seminar
This course allows various topics applicable to the second-year student's curriculum to be discussed in small groups. This includes, but is not limited to, issues arising from the veterinary technician externship.
Prereq: VET 240

WLD 001 Lec: Lab: Cred:
Indicates credit given for welding course work transferred from another college for which there is no equivalent course at TTC.

WLD 101 Lec: 0 Lab: 3 Cred: 1 IT
Cutting Processes
This course covers the fundamentals of cutting processes commonly used in the welding industry.

WLD 110 Lec: 1 Lab: 0 Cred: 1 IT
Welding Safety and Health
This course introduces safety and health hazards associated with welding and related processes.

WLD 111 Lec: 1 Lab: 9 Cred: 4 IT
Arc Welding I
This course covers the safety, equipment and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions.

WLD 113 Lec: 1 Lab: 9 Cred: 4 IT
Arc Welding II
This course is a study of arc welding of ferrous and nonferrous metals.
Prereq: WLD 111

WLD 114 Lec: 0 Lab: 3 Cred: 1 IT
Advanced Arc Welding
This course is a continued study of out-of-position shielded metal arc welding.
Prereq or Coreq: WLD 113

WLD 118 Lec: 1 Lab: 9 Cred: 4 IT
Gas Metal Arc Welding Ferrous I
This course covers the equipment setup and fundamental techniques for gas metal arc welding on ferrous metals.

WLD 119 Lec: 0 Lab: 3 Cred: 1 IT
Gas Metal Arc Welding Ferrous II
This course covers the techniques used in preparation for gas metal arc welder qualification on ferrous metals.
Prereq or Coreq: WLD 118

WLD 120 Lec: 1 Lab: 9 Cred: 4 IT
Flux Cored Arc Welding I
This course covers the equipment setup and fundamental techniques for flux cored arc welding.

WLD 121 Lec: 0 Lab: 3 Cred: 1 IT
Flux Cored Arc Welding II
This course covers the techniques used in preparation for flux cored arc welder qualification.
Prereq or Coreq: WLD 120

WLD 122 Lec: 1 Lab: 9 Cred: 4 IT
Gas Metal Arc Welding Nonferrous I
This course covers equipment setup and the fundamental techniques for gas metal arc welding on nonferrous metals.

WLD 123 Lec: 0 Lab: 3 Cred: 1 IT
Gas Metal Arc Welding Nonferrous II
This course covers the techniques used in preparation for gas metal arc welder qualification on nonferrous metals.
Prereq or Coreq: WLD 122

WLD 125 Lec: 0 Lab: 3 Cred: 1 IT
Arc Welding Stainless Steel
This course covers the principles and techniques of welding stainless steel with the shielded metal arc welding process.
Prereq: WLD 114

WLD 132 Lec: 1 Lab: 9 Cred: 4 IT
Inert Gas Welding Ferrous
This course covers setup and adjustment of equipment and fundamental techniques for welding ferrous metals.

WLD 133 Lec: 0 Lab: 3 Cred: 1 IT
Inert Gas Welding Ferrous Tubing
This course covers the techniques used in gas tungsten arc welding of ferrous tubing.
Prereq or Coreq: WLD 132

WLD 135 Lec: 1 Lab: 9 Cred: 4 IT
Inert Gas Welding of Aluminum
This course covers the setup and adjustment of equipment and fundamental techniques of welding aluminum.

WLD 137 Lec: 0 Lab: 3 Cred: 1 IT
Inert Gas Welding Aluminum Tubing
This course covers the techniques used in gas tungsten arc welding of aluminum tubing.
Prereq or Coreq: WLD 135

WLD 141 Lec: 2 Lab: 0 Cred: 2 IT
Weld Quality
This course introduces weld quality assurance.

WLD 152 Lec: 1 Lab: 9 Cred: 4 IT
Tungsten Arc Welding
This course covers gas tungsten arc welding of carbon steel or stainless steel with stainless steel filler metal.
Prereq or Coreq: WLD 132

WLD 153 Lec: 0 Lab: 3 Cred: 1 IT
Tungsten Arc Welding Stainless Steel Tubing
This course covers the techniques used in gas tungsten arc welding of carbon steel and/or stainless steel tubing with stainless steel filler.
Prereq or Coreq: WLD 152

WLD 170 Lec: 1 Lab: 9 Cred: 4 IT
Qualification Welding
This course covers the procedures and practices used in taking welder qualification tests.
Prereq: WLD 114

WLD 201 Lec: 2 Lab: 0 Cred: 2 IT
Welding Metallurgy
This course covers the weldability of metals, weld failure, and the effects of heat on chemical, physical and mechanical properties.

WLD 225 Lec: 1 Lab: 9 Cred: 4 IT
Arc Welding Pipe I
This course covers the techniques used in shielded metal arc welding of groove welds on pipe.
Prereq: WLD 170

WLD 226 Lec: 0 Lab: 3 Cred: 1 IT
Arc Welding Pipe II
This course covers the techniques used in shielded metal arc welding of fillet welds on pipe.
Prereq or Coreq: WLD 225

WLD 227 Lec: 0 Lab: 3 Cred: 1 IT
Arc Welding Pipe III
This course covers the techniques used in shielded metal arc welding of groove welds on stainless steel pipe.
Prereq: WLD 125, WLD 225
Coreq: WLD 225

WLD 228 Lec: 1 Lab: 9 Cred: 4 IT
Inert Gas Welding Pipe I
This course covers the techniques used in gas tungsten arc welding of groove welds on ferrous pipe.
Prereq: WLD 133

WLD 229 Lec: 0 Lab: 6 Cred: 2 IT
Inert Gas Welding Pipe II
This course covers the techniques used in gas tungsten arc welding of groove welds on alloyed steel and nonferrous pipe.
Prereq: WLD 137, WLD 153, WLD 228
Coreq: WLD 228

WLD 231 Lec: 1 Lab: 9 Cred: 4 IT
Gas Metal Arc/Flux Cored Arc Welding Pipe I
This course covers the techniques used in gas metal arc and/or flux cored arc welding of groove welds on pipe.
Prereq: WLD 119, WLD 121

WLD 232 Lec: 0 Lab: 6 Cred: 2 IT
Gas Metal Arc/Flux Cored Arc Welding Pipe II
This course covers the techniques used in gas metal arc and/or flux cored arc welding of fillet welds on pipe.
Prereq or Coreq: WLD 231

WLD 240 Lec: 3.5 Lab: 1.5 Cred: 4 IT
Robotic Welding and Manufacturing
This course covers robotic welding systems, safety, operations and applications.
Prereq: Restricted to major

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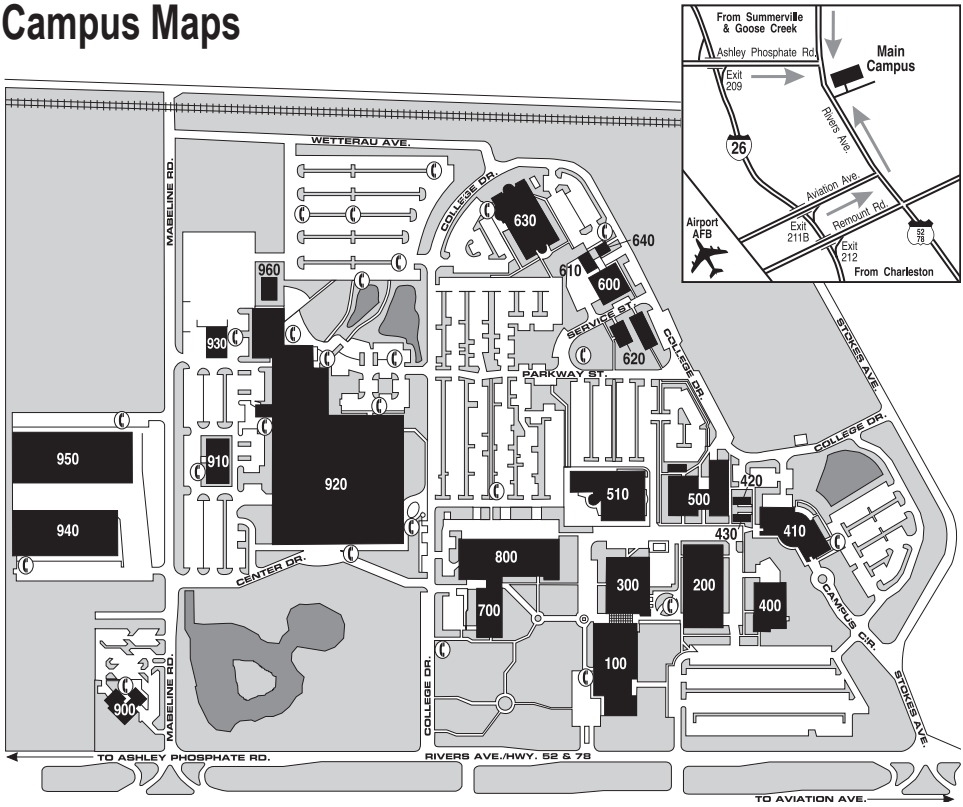
M.A.T., History, The Citadel

Zerda, Gisela Pepe
Instructor, Developmental Reading
A.A., Trident Technical College
B.A., Communication Studies, College of Charleston
M.Ed., Reading Education, The Citadel

Campus Maps



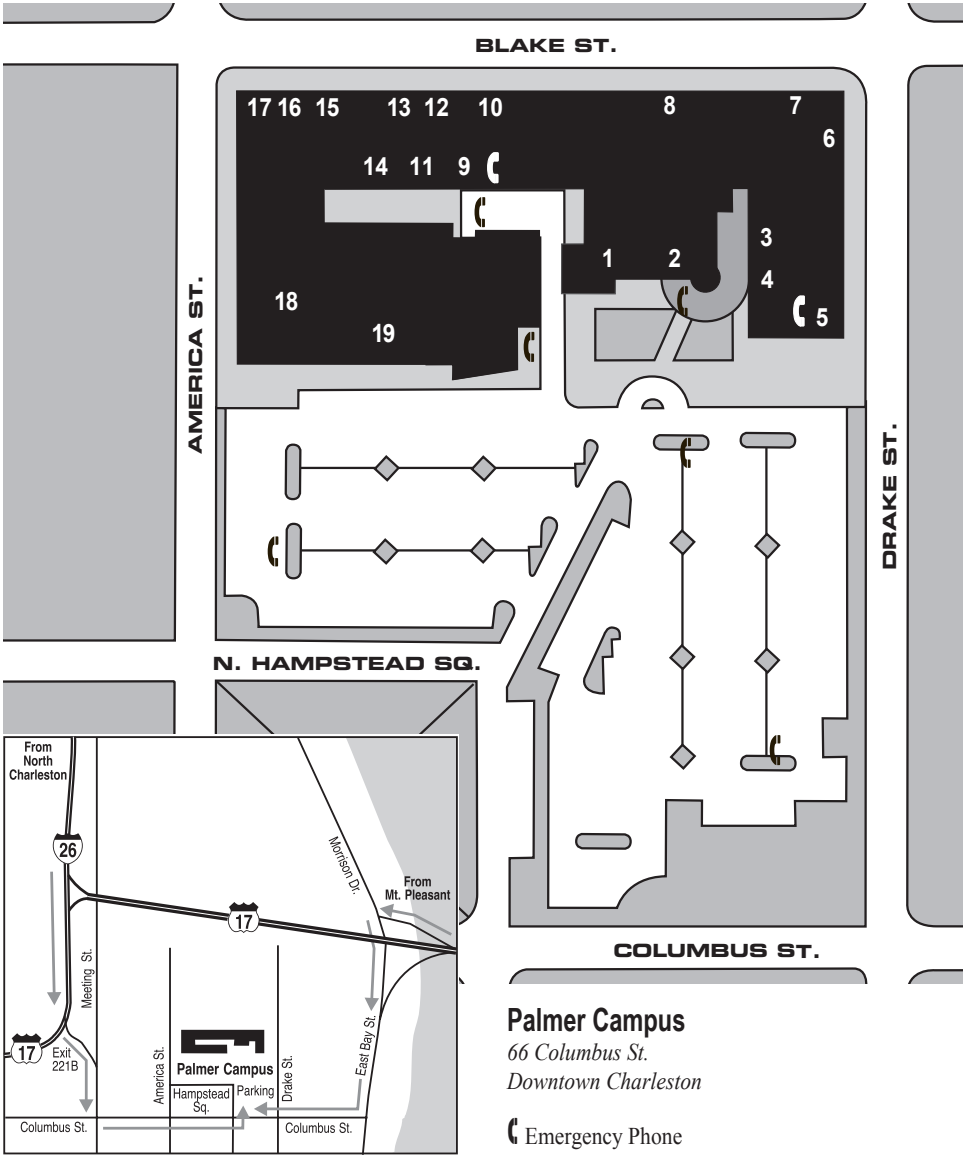
Main Campus

7000 Rivers Ave. • North Charleston

Emergency Phone

Students may park in any lot except those designated as faculty/staff parking. Parking is prohibited at entrances and along perimeter roads and thoroughfares.

Bldg. #	Bldg. Name
100	**General Education Building** Public Safety/ Humanities and Social Sciences
200	**Business Technology Building** Business Technology/Computer Lab/ Community, Family and Child Studies/Classrooms
300	**Math and Science Building** Center for Information Technology Training/Science and Mathematics
400	**Robotics Welding Building** Industrial Technology
410	**Student Center** Admissions/Registrar's Office/ Financial Aid/Lounge/Counseling/Student Activities/ Testing/Food Court/Business Office
420	**Orientation Center**
430	**Student Support Services Building**
500	**Communications Technology Building** Film, Media and Visual Arts/Administrative Office Technology/ Printing Services/Broadcasting
510	**Learning Resources Center** Library/English
600	**Facilities Management/Deliveries Building** Maintenance
620	**Horticulture Building**
630	**Health Sciences Building** Allied Health/Nursing
640	**Annex Building General Classrooms**
700/ 800	**Industrial and Engineering Technology Building** Engineering Technology/Industrial Technology/ Machine Tool Technology Lab/Process Control/ Flexible Manufacturing Lab
900	**Administration Building** President's Office/Human Resources/Employee Relations/Advancement/ Marketing Services
910	**Complex for Economic Development/Continuing Education Center** Continuing Education Registration/Classrooms
920	**Complex for Economic Development** College Center/Culinary Institute of Charleston/Information Technology Center/The Learning Center/Industrial Maintenance Technology Center
930	**Basic Construction Trades**
940	**North Rivers Commerce Center** Procurement/ Information Center/Recruiting, Career and Employment Services
950	**Bookstore**
960	**Basic Construction Trades Training Lab**

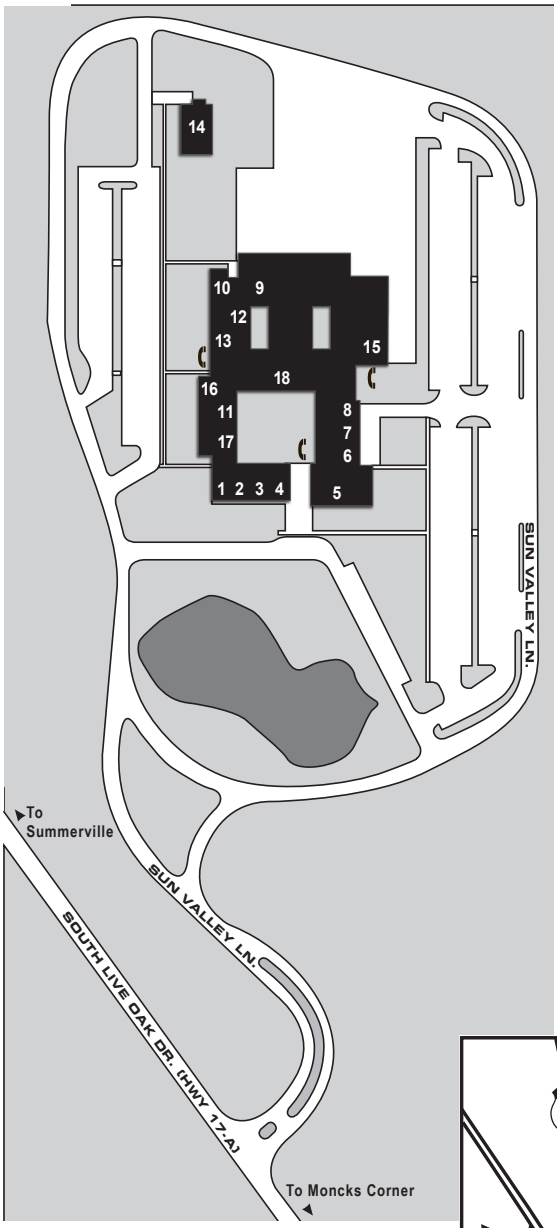


Palmer Campus

66 Columbus St.
Downtown Charleston

Emergency Phone

1. Learning Resources Center (Library), Room 229 (Second Floor)
2. Admissions Suite, Room 121; Financial Aid, Room 124
3. Emergency Medical Technology Lab, Room 135 (First Floor)
4. Student Lounge, Room 105
5. Humanities and Social Sciences/Science and Mathematics, Rooms 102, 104, 106
6. Ophthalmic Lab, Room 218 (Second Floor)
7. Educational Opportunity Center, Rooms 112-114
8. Student Success Center/Orientation Center/Learning Assistance/Testing Services, Room 226 (Second Floor)
9. Bookstore/Business Office, Room 141
10. Law-Related Studies, Room 156
11. Public Safety, Room 145
12. Clemente Center, Room 146
13. Esthetics Lab, Room 158
14. Nail Technology Lab, Room 239 (Second Floor)
15. Massage Therapy Lab, Rooms 234, 236 (Second Floor)
16. Biological Sciences Lab, Room 160
17. Computer Center, Rooms 247, 252 (Second Floor)
18. Amphitheater, Room 182
19. 181 Palmer Dining Room, Room 181



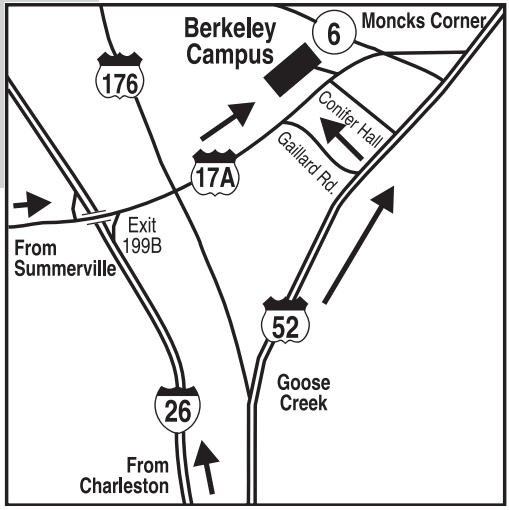
1. Student Success Center/Orientation Center, Room 178
2. Bookstore, Room 179
3. Admissions/Records, Room 180
4. Director's Office/Business Office, Room 181
5. Learning Resources Center (Library), Room 177
6. Student Lounge/Snack Shop, Room 176
7. Berkeley Conference Center, Room 175
8. Public Safety Offices, Room 174
9. Aircraft Maintenance Lab, Rooms 168 and 169
10. Cosmetology Lab, Room 170
11. Computer Lab, Room 146A
12. Nail Lab, Room 158
13. Esthetics Lab, Room 151
14. Veterinary Technology Building
15. Aircraft Maintenance Classroom, Rooms 164E and F
16. Computer Lab, Room 144
17. Developmental Studies Lab, Room 141
18. Biological Sciences Lab, Room 171

Berkeley Campus

Highway 17-A
Moncks Corner

Emergency Phone

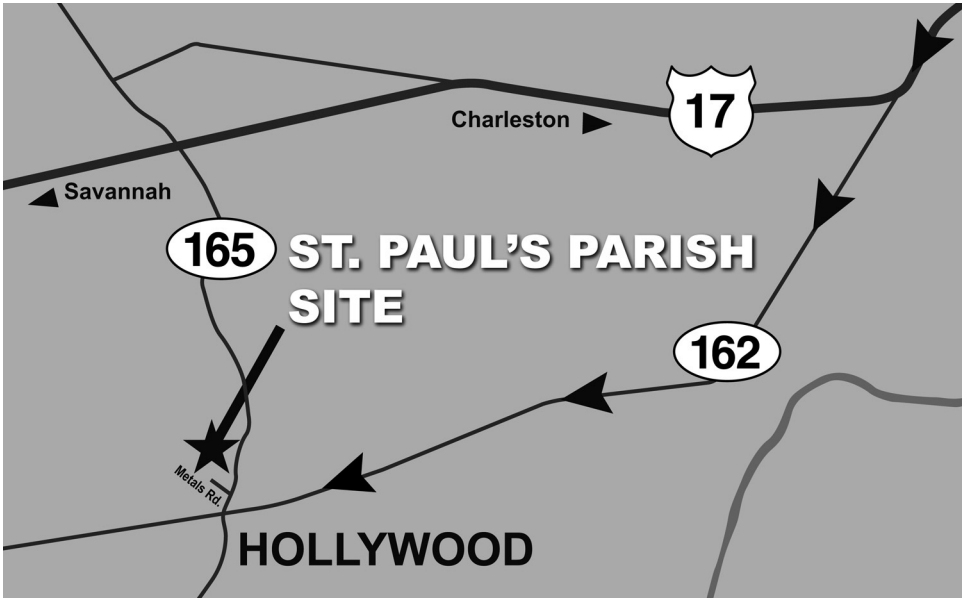
Students may park in any lot. Parking is prohibited at entrances and along perimeter roads and thoroughfares.



St. Paul's Parish Site

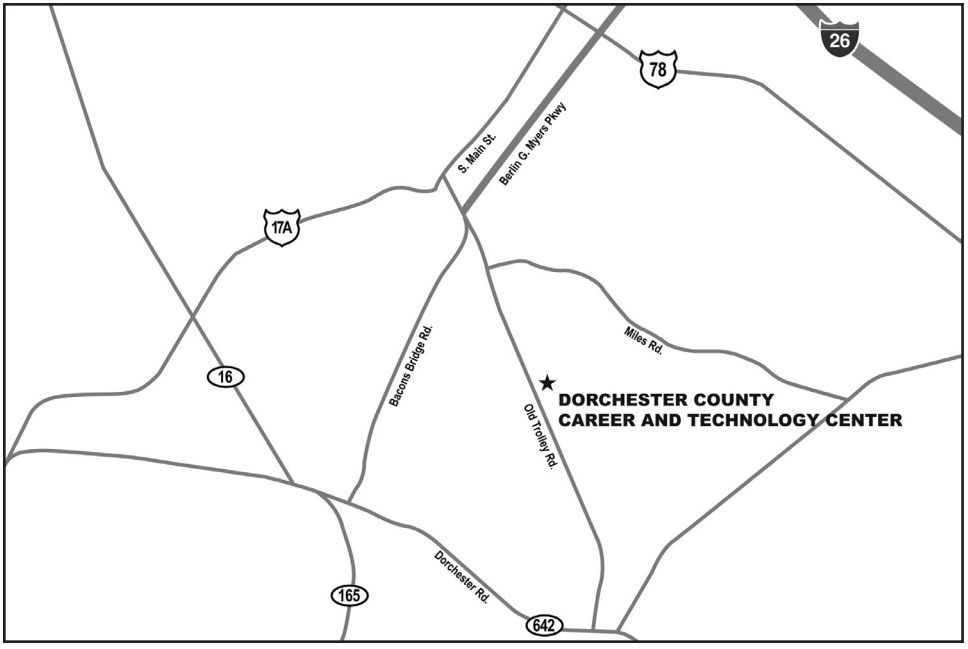
Directions to 5231 Hwy. 165, Hollywood, SC:

- Take US-17 South from Charleston.
- Approximately 7 miles south of the intersection of US-17 and I-526, bear left onto SR-162 West.
- Stay on SR-162 for approximately 7 miles.
- Turn right at the light at the intersection of SR-162 and SR-165 (shortly after you pass the Piggly Wiggly shopping center).
- The Ted Corbin Building is .10 of a mile on the left.



Dorchester County Career and Technology Center

449 Old Trolley Rd., Summerville, SC



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